



The Lesley H. and William L. Collins
College of Professional Studies

Craig A. Baron, Ph.D.

Associate Dean of Academic Affairs

Associate Professor

Division of Arts & Humanities

Collins College of Professional Studi

(718) 990-6772

baronc@stjohns.edu

GRADE APPEAL PROCEDURE – COLLEGE OF PROFESSIONAL STUDIES

Any student that is unsatisfied with their course grade must follow the appeal procedure as mandated by the College of Professional Studies. Grade changes must be processed within six months of the date that the grade was earned. The procedure is as follows:

1. Contact your professor in person, by email, or by phone. Email is usually the best option, since it gives you an opportunity to indicate why you believe that you earned a higher grade, and it gives the faculty member a chance to justify their position.

If you do not hear back from the faculty member within one week, send a follow-up email (preferably return receipt requested) to the faculty member and copy the appropriate Division Chair (below) on your message. If you still believe that your grade is unjustified, or never heard back from the faculty member, the next step is to contact the Chair of the Division in which the course was held (e.g. if this was a Sport Management course, contact the Sport Management Chair.) A list of Chairs is here: <https://www.stjohns.edu/academics/schools/college-professional-studies/contact> and then scroll down to Chairpeople and Directors.

2. To give the Chair a better understanding of the situation, send the Chair an email with the following information:

- The course number, section, the faculty member's name, and the grade you received.
- The number of times you were absent from class.
- A list of all the work you submitted for credit along with the grade you received for each. If you did not receive a grade or any feedback on a specific assignment, paper, or exam, make a note of that.
- The specific reason(s) why you believe that you are entitled to a higher grade.

Give the Chair at least one week to reply to your message so they can discuss the situation with the instructor and gather more information. Of course, you may meet with the Chair in person or by phone to discuss the situation if you wish.

3. If you still believe that your grade is unjustified, you have the right to request that an Academic Fairness Hearing be held. A committee comprised of three faculty members of the College will be formed and a hearing will be held in which you and the faculty member present their case. The decision of this committee is final, and the committee has the right to raise, lower, or leave your grade the same. You can get a copy of the College's *Academic Fairness Procedures* and a form requesting the hearing from the CCPS Dean's Office on the 2nd floor of St. Augustine Hall.
4. If there is anything about this procedure that you do not understand, or need further explanation, please contact Dr. Baron in the CCPS Dean's Office.