



Community College

LaGuardia Community College - Office of the Registrar Academic Standing Appeals Committee

Academic Appeals are required to be reviewed and signed by an academic advisor prior to submission.

Why should I File an Academic Appeal?

There are times when circumstances in life affect your academic progress. Perhaps there have been changes in health for you or a family member or a change in a work schedule, or other events that have directly impacted on your attendance or grades. When those situations arise, the Academic Appeals Process is in place for you. It gives you the chance to request that an exception be made to an academic policy or procedure at LaGuardia.

You may file an appeal to ask the Academic Appeals committee to approve the following changes:

- Changing a grade from WU, F, FIN, or U to a W due to qualifying circumstances are appropriate (*Other requests for grade changes must first be made to the instructor of the course(s) and then to the Academic Department Chairperson before filing an appeal*).
- Request to have your tuition liability waived. *Or request **both** when you are asking for a change of grade and a tuition liability waiver.
- Request to be reinstated to the college from Suspension/Dismissal.

When is the Deadline to file an Academic Appeal?

The Deadline to submit an appeal is ONE semester after you received the grade you are appealing.

Example: If you are appealing a grade from the Spring 2016 semester, your deadline would be the end of the Fall 2016 semester.

However, if you have not been in attendance since the grade you are appealing was posted, you may appeal the grade during the semester of your return.

Example: If you are appealing a grade from the Spring 2016 semester, take a leave, and return in Spring 2018, you may proceed with the appeal.

How Do I File an Academic Appeal?

Follow Steps 1 through 4.

- 1. Fill out the Academic Appeal Form online.**
- 2. Write the Academic Appeal Statement.**

When the Academic Appeals Committee meets to review your reasons for requesting an appeal, you will not be there to explain your situation. So it is very important that you write a statement to explain your reasons for asking for an appeal so that the committee members can understand your circumstances. It would be helpful to ask yourself the following questions and answer them in your appeals statement. The statement should explain the circumstances that justify/support the appeal.

- What are you requesting?
- When did it happen?
- What happened to create the situation?
- How did it impact your academic progress?
- What prevented you from withdrawing from classes by the last day to withdraw?

ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718-482-7200
WEB: www.laguardia.edu





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3. Provide the Committee with Authentic Documentation

It is very important to provide dated documentation to the committee that supports the circumstances you describe in the appeal. Ask yourself the following questions about your documentation:

- Does the documentation confirm your statement? Yes No
- Is it on the organization's or company's letterhead? Yes No
- Do the dates match the semester you are appealing? Yes No
- Does it clearly address the issues in your statement? Yes No

Here are some examples of appropriate documentation:

Academic

- Advisement form
- Registration printout
- College printed material
- Letter from instructor, counselor, or staff

Health

- Hospital record
- Doctor's note
- Death certificate
- Letter from funeral director
- Birth certificate
- Letter from therapist/
social Worker

Work

- Time card
- Letter from employer

Other

- Court Record
- Police Report
- Passport/VISA/Plane tickets
- Letter from agency
- Letter from clergy

4. Meet with Your Advisor

Meet with an advisor from Student Advising Services or your program, if you are a member of College Discovery or ASAP, to discuss whether the appeal process would benefit you, your reason(s) for filing and the supporting documentation that you must attach.

To meet with your advisor from Student Advising Services, please visit www.laguardia.edu/advising.

To meet with your advisor from College Discovery, please visit www.laguardia.edu/academics/college-discovery.

To meet with your advisor from ASAP, please visit www.laguardia.edu/asap.

Each link will provide the necessary instructions on how to contact each department.

Make sure to have all three documents ready for your appointment:

- The Academic Appeal Form.
- A copy of your statement on a separate sheet of paper or on a flash drive.
- Supporting documentation. (If this is not a file, upload a scan or photograph)

Your advisor will review all of the materials and make recommendations to ensure that your appeal is complete and to assist you with providing further information if needed. Your advisor will email you and submit it to the Academic Appeals Committee.

After Submitting the Appeal

Appeals take 4 to 6 weeks to process. You will be notified by mail of the results. If you have not heard back by this time, please e-mail the Registrar's Office at Registrar@lagcc.cuny.edu. The Committee's decision is final.

Did You Know?

If these extenuating circumstances caused you to lose your financial aid due to unsatisfactory academic progress, you may also be eligible for a Financial Aid Appeal. Please refer to Student Financial Services at Financialaid@lagcc.cuny.edu, for more details.



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Academic Standing Appeals Committee
Academic Appeal Form

Supporting Documents:

Date Received: _____

- Attendance Roster(s) _____
- CUNYfirst Screens(Student Service Center)
- CUNYfirst Screens(Enrollment Request Search)
- Transcripts Other(s)
- Other
- Other college source(s) _____

Appeals Status

- Approved
- Denied
- Tabled **deadline:* _____

Note(s):

Signature:

Committee Meeting date:

Letter sent:

For Tabled

Final Determination: Approved Denied

Note(s):

Signature:

2nd Committee Meeting date:

Letter sent:

Registrar's Office use only:

Note(s):

Processed by:

Date:

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RO-013/Revised: TL-01/07/2022



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 Academic Standing Appeals Committee
Academic Appeal Form

Student Statement: Explain your request as factually as possible. Please, include: your actions, reasons, directions given to you by LaGuardia faculty/staff, etc. Check off, list or describe and attach all supporting documents. Please, print clearly or type. Continue on back of page or attach additional sheet(s) if needed.

Common Supporting Documents (*Check off all attached*)

<u>Academic</u>	<u>Health</u>	<u>Work</u>	<u>Other</u>
<input type="checkbox"/> Advisement form <input type="checkbox"/> Registration printout <input type="checkbox"/> College printed material <input type="checkbox"/> Letter from instructor, counselor or staff	<input type="checkbox"/> Hospital record <input type="checkbox"/> Doctor's note <input type="checkbox"/> Death certificate <input type="checkbox"/> Letter from Funeral director <input type="checkbox"/> Birth certificate <input type="checkbox"/> Letter from therapist or social worker	<input type="checkbox"/> Time card <input type="checkbox"/> Letter from employer	<input type="checkbox"/> Court records <input type="checkbox"/> Police report <input type="checkbox"/> Passport/visa <input type="checkbox"/> Plane tickets <input type="checkbox"/> Letter from Agency <input type="checkbox"/> Letter from religious Clergy

Additional documents provided (Please describe/list):

1. Please see attached.

By signing below you are certifying that the information you have provided is true and accurate to the best of your knowledge.

Academic Appeals are required to be reviewed and signed by an academic advisor prior to submission.

Student's Signature:

Date:

Advisor's Signature:

Date:

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