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**LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS**

**SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND INFORMATION SCIENCES**

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**12.0 GRADE APPEALS POLICY**

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The School of Business, Public Administration and Information Sciences adheres to the Long Island University Brooklyn Campus policy on grade grievance procedures as stated in the Brooklyn Campus Undergraduate and Graduate Bulletins and to the Grievance Procedure and Arbitration section of the Long Island University and Long Island University Faculty Federation Agreement.

All student grade disputes will follow the procedures stated in the Bulletins. Any student with a grade grievance must follow the procedures outlined in the current Bulletins.

1. A student wishing to contest a grade must first discuss the grade with the instructor who gave the grade. Instructors are required to meet with a student during office hours or by appointment to discuss the grade.
2. A student who is not satisfied after discussion with the instructor may take his/her grievance to the department chair of the department offering the course. The Chair is required to review the student grievance and respond to the student in writing with the result of his/her review.
3. A student who is not satisfied with the decision of the department chair may take her/his grievance to the Associate Dean of the School. The Associate Dean will review the student grievance and have a discussion with either the instructor or chair of the department. The Associate Dean will respond in writing to the student and a copy of the response will be placed in the student file.
4. Students have a right to a timely review of their grievances.