

GRADE APPEAL PROCEDURE

Grade Appeals (if you received a grade of F (Appeal))

If you feel that there are extenuating circumstances which affected your grade, you may ask that your case be considered by the Faculty Review Committee. The procedure is as follows:

1. You should explain in writing why you believe your grade is not an accurate reflection of your knowledge of this course. Include: the name of the course, the name of your teacher, and any extenuating circumstances that you believe contributed to your failure and which might warrant your being given a retest or other means of reevaluating your performance. **Also include copies of any make-ups you have done and other documentation regarding absences if applicable.**

Address your letter to Faculty Review Committee, c/o Lucy Liben, Chairperson. Then you may either:

- a) email it to appeals@swedishinstitute.edu
- b) fax it to 212-924-7600 Att. Lucy Liben
- c) hand deliver it to the Reception Desk

2. Your letter must be received by the school by **9 a.m. on Tuesday, April 21st** in order to give the committee time to meet, review your case, and reach a decision as soon as possible. Any appeal submitted after this deadline will be automatically rejected. If you are granted an opportunity to retest, **the retest will be scheduled for the time indicated on the back of this page.** Please take time to review your course material and be prepared in case the Committee decides to retest you. Please note that if you are granted a retest, there is a \$75 fee for Retests of Practical Finals, which will be applied to your student account. **BE SURE TO INCLUDE YOUR CONTACT INFORMATION IN YOUR LETTER** (email address and cell phone or other phone number) so we can reach you easily and quickly.
3. You will be notified of the Committee's decision as soon as it has been reached. If you are asked to submit any additional assignments to complete your appeal, **be sure to keep a copy of anything you submit.**
4. If your appeal is upheld, and you successfully retest and pass, you may continue in your next courses. If the failure is upheld, you must repeat that course next term. You will also be able to continue with other courses for which you have completed the prerequisites with some exceptions if you are repeating science classes. If you have failed the same course previously and this second failure is upheld, you will not be allowed to continue at the Swedish Institute at this time. Please be aware that the massage training must be completed in no more than 6 semesters (F/T students) or 12 semesters (P/T students), and that Academic Progress Standards must be met at the end of each semester, as outlined in your student handbook.

All the decisions of the Committee are final.