

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

STUDENT GRADE APPEAL

Any student who feels that their final grades are inaccurate has the right to initiate a grade appeal. For Conservatory students, appeals must be submitted within **30 days** after a course has been completed. For Workshop students, appeals must be submitted within **15 days** after a course has been completed. Any grade appeals initiated after this period may not be accepted.

One form per grade appeal request is required. **This form should be completed and submitted to your Department Chair AND the Registrar's Office.**

STUDENT INFORMATION	(please print legibly)
LAST NAME	
FIRST NAME	
ADDRESS	
CURRENT PHONE NUMBER	
EMAIL ADDRESS	
SOCIAL SECURITY NUMBER	
VISA/PASSPORT NUMBER	

COURSE INFORMATION	
PROGRAM	
SESSION	
COURSE NAME	
INSTRUCTOR NAME	

GRADE INFORMATION	
GRADE RECEIVED	
GRADE REQUESTED	

NEW YORK CITY

17 Battery Place, New York, NY 10004
t: 1-800-611-FILM | +1-212-674-4300
f: +1-212-344-4434 | e: film@nyfa.edu

LOS ANGELES

3300 Riverside Drive, Burbank, CA 91505
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*SUMMER ONLY

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State why your grade should be changed: List any documents that support your grade change and show that you were graded unfairly, including documentation to prove that you contacted the professor regarding this grade and attach all supporting documents to the completed form.

* I understand that this is an appeal for a *grade change* and has the potential to increase, decrease, or remain the same.

STUDENT SIGNATURE

DATE

For Administrative Use Only

Grade Change Approved

Grade Change Denied _____

(reason for denial)

Department Chair (print) _____

Department Chair (signature) _____

Registrar (signature) _____

Date Received _____

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