**Committee on Course and Standing Information**

While the faculty of the Bernard & Anne Spitzer School of Architecture define the academic standards and rules for students enrolled in the school, students have the right to appeal any decision made by faculty members or administrators about academic matters. Such matters generally center around grading, but do encompass other issues such as enforcement of curriculum, degree requirements, re-entry to the department, academic standards and academic rules.

**The Committee on Course and Standing oversees these petitions and appeals and is the final authority on matters - all decisions are final.** If a student would like to submit an appeal, it must be submitted to the Academic Advisor first and is then given to the Committee for review. It is important to remember that students *do not* meet face-to-face with the CCS. Therefore, the written statement will be the only appeal presented to the Committee. It is crucial to state your case clearly and supply any documentation that you feel supports your case. The Committee meets once a month during the fall and spring semesters. Petitions are due to advisors two weeks in advance. In most cases, decisions will be sent to the applicant within 15 business days of the meeting. For more complex cases, decisions may take longer. More detailed information on the process is listed below.

**Application for Re-Entry to the Undergraduate Program**

Undergraduate students who have been out of school for one or more semesters, *but no more than 5 years*, may obtain an application for re-entry through the Office of Admissions. If a student left in poor academic standing, the CCS will decide if the student will be allowed to continue the B. Arch or B.S. in Architecture program.

If an undergraduate student has not been in attendance *for more than 5 years* and left in good academic standing, the student must complete the re-entry application and submit a brief personal statement indicating the reason(s) for their absence from the college along with the application signed by the Academic Advisor, Chair and/or Dean. **In addition, the student is also required to submit a portfolio and resume for consideration to re-enter the program.** A review of previous courses taken will determine whether or not the student will have to repeat any current courses due to years not in attendance and/or change in curriculum. Readmission is not guaranteed to any applicant.

**Change of Grade**

If you believe your final grade in a class is inaccurate, you must immediately make an appointment to discuss the matter with the instructor **first.** You may request the instructor review all exams, papers, and assignments for an understanding of why the grade was received. If this does not resolve the issue, set up an appointment to speak with the Chair (for undergraduates) or the Program Director (for graduate students). You may contact the Chair’s Assistant, Nicole Smith, at 212-650-7118 to set up an appointment. If you feel there is still no resolution at that time, the *final* step would be to prepare a written appeal to the CCS (appeal form at <https://ssa.ccny.cuny.edu/information-for/currents-students/>). Carefully complete the form: make sure your address, email and phone number are current; include the exact course number, section, semester and name of instructor you took the course with. State your case in simple, precise language and why you feel this should be considered. Provide any supporting documentation you wish to submit with your appeal, if appropriate. Please keep in mind that providing doctor’s notes for excessive absences does not excuse all of your absences. You still have to abide by the absence/lateness policy stipulated by the instructor. **The Committee on Course and Standing is the final authority on enforcement of curriculum, degree requirements, academic standards, grads and academic rules.**

**Repeat Course (3rd attempt):** Students are allowed to re-enroll in a course only *once*. If, by the second attempt, the course is not passed, the student has the opportunity to appeal to take the course a third time through the CCS. The CCS makes the decision on whether the student will be allowed to repeat the course a third and *final* time. If the course is not passed on the third attempt, the student may be dismissed from the program. This depends on the specific course and sequence and the student’s academic standing.

If you have any further questions about this process, please see your Academic Advisor.