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ACADEMIC POLICIES AND PROCEDURES

Note: The policies and procedures of Lehman College as they relate to graduate studies are presented here only in part, highlighting areas where problems tend to occur. For a complete and authoritative listing of the policies and procedures of the College, you should refer to the current *Graduate Bulletin*.

MATRICULATION

Graduate students at Lehman College fall into two categories:

- 1) nonmatriculated status (sometimes called nondegree status) – students taking graduate courses at the College although they have not been accepted into a specific academic program.
- 2) matriculated status – students who have applied and been accepted into an academic program.

Nonmatriculated Status

To apply as a nonmatriculated student, you must provide the following:

- a *student* transcript showing the award of your undergraduate degree
- indication that that you achieved a grade point average of 2.7 or higher in your undergraduate work (in most cases the student transcript is sufficient)
- the approval of the program adviser from the department that offers the course(s) you plan to take.

You should apply as a nonmatriculated student if:

- you are fulfilling prerequisites to apply for matriculation at a later date (**but** see the policy regarding transfer credit outlined elsewhere in this booklet)
- you are taking courses for your own enrichment and not intending to pursue a graduate degree
- you are acquiring credits to enhance your standing in your profession and not intending to pursue a graduate degree

Guidelines for Applying as a Nonmatriculated Student

1. Go to the Office of Graduate Admissions (Shuster Hall, Room 150).
2. Complete and submit the Nonmatriculant Application.
3. Provide a *student copy* of your transcript showing award of your undergraduate degree.
4. Pay the appropriate application fee.

Matriculated Status

Matriculated students have applied and been accepted into one of Lehman College's masters programs. To achieve matriculated status, you must complete the application for matriculation and supply the documents listed below, as well as any documents required by your academic department.

- ◆ Official college transcripts
- ◆ Letters of recommendation as required by your department
- ◆ Test scores as required by your department (see (*) below)

Upon acceptance, you will begin to satisfy the requirements for your graduate degree.

*To enroll in the masters program in Accounting, you must submit an acceptable score on the Graduate Management Aptitude Test (GMAT).

To enroll in a masters program in Education, you must submit scores for the Liberal Arts and Sciences test (L.A.S.T.), the Content Specialty Test (C.S.T.), and the Assessment of Teaching Skills-Writing (ATS-W).

If you are submitting documents from a non-English speaking country, you must submit TOEFL scores of at least 500 (higher for most programs).

We recommend that you apply for matriculation when you first begin graduate studies if that is possible. You are especially urged to apply for matriculation at the earliest possible date if you are planning to complete a masters degree program at Lehman and

- a) you have completed graduate credits at Lehman or elsewhere
- b) you are studying toward a second masters degree
- c) you have completed 9 or more graduate-level credits at Lehman College as a nonmatriculated student

Note that at Lehman College you may matriculate in only one program at any one time. For this reason, it is not possible to work toward more than one masters degree at the same time. Students enrolled in masters programs at Lehman who wish to begin a second masters degree must

contact their adviser and the Office of Graduate Studies before beginning courses in the second degree program.

Guidelines for Applying as a Matriculated Student

1. Complete and submit the Application for Matriculation.
2. Submit *official* transcripts from the college attended previously showing award of undergraduate degree.
3. Submit *official* transcripts from any colleges attended previously from which you may wish to transfer graduate credits toward your Lehman masters degree.
4. Submit two (2) letters of recommendation.
5. Submit any test scores that may be required (L.A.S.T., TOEFL, GMAT).
6. Pay the appropriate application fee.

Conditional Acceptance

You may be accepted as a matriculated student having met most, though not all, of your program's requirements for matriculation. In this case, you will be given one or more conditions to fulfill, usually within the first few semesters after your application is accepted. Fulfillment of these conditions is required in order for you to maintain matriculation. The Office of Graduate Studies monitors your compliance each semester.

Transfer of Credit

- ◆ Courses applied toward a previously awarded graduate degree
- ◆ Courses taken at Lehman College in a nonmatriculated status
- ◆ Courses taken at other colleges where no degree has been awarded

Students who wish to have graduate credits earned prior to matriculation at Lehman counted toward their masters degree should apply for transfer of credit during their first or second semester in attendance as a matriculated student, using the transfer credit form available in the Office of Graduate Studies (Shuster 275). All credits to be applied toward Lehman College masters degree requirements are subject to the approval of the graduate adviser (or department chair) from the student's particular academic program. Transfer of credit must also be approved by the Office of Graduate Studies. Transfer credits must conform to the regulations for the program and the curriculum in which the student is matriculated. Grades of B or better in courses taken outside of Lehman College are required in order for courses to be eligible for transfer.

The following regulations apply to all *matriculated* Lehman College graduate students who applied and were accepted into masters degree or advanced certificate programs in the Fall 1999 semester or later. Students who matriculated before that date should consult the Office of Graduate Studies to determine the regulations that apply to them.

With appropriate permission, matriculated graduate students may apply as transfer credit toward their masters degree a total of 12 credits of graduate courses. *Within* the total of 12 credits may be included:

- a) Courses applied toward a previously awarded masters degree program at Lehman or elsewhere (*Maximum 6 credits*)
- b) Courses taken at Lehman in a nonmatriculated status, and
- c) Courses taken at other colleges where no degree has been awarded

Transfer credits are subject to the following limitations:

- ◆ Courses taken five years or more prior to matriculation at Lehman are not considered for transfer. Exceptions to this time limit may be made only for compelling educational reasons. In such cases, the transfer of credit must be approved by the student's graduate program adviser and the Office of Graduate Studies.
- ◆ Only six (6) credits counted toward a previously awarded masters degree can be applied to the masters earned at Lehman College.
- ◆ Graduate courses previously applied toward an *undergraduate* degree are not acceptable toward Lehman College's masters degree programs.
- ◆ Where students have taken more than 12 credits prior to matriculation, courses taken at Lehman College will be given priority in counting toward the 12 credits transferable, provided they meet the college's requirements.
- ◆ Students who have taken more than the maximum allowable credits (12 credits) while in a nonmatriculated status must consult with their graduate program adviser to determine which of those credits will count toward the degree. The program adviser will notify the Office of Graduate Studies of this decision using the transfer credit form.
- ◆ Graduate courses taken at any non-CUNY institution *after* matriculation into a graduate program at Lehman College are included in the 12-credit maximum allowable and must receive prior approval from the graduate program adviser and the Office of Graduate Studies (See also Courses Taken on Permit at Other CUNY Institutions).
- ◆ Theses and other culminating masters degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College masters degree programs.

Note: *If you have completed 9 or more graduate credits at Lehman or elsewhere, or if you are seeking a second masters degree, you are well-advised to fill out the application for matriculation as soon as possible.*

Guidelines for Applying for Transfer of Credit

1. Read and be aware of the policy regarding transfer of credit as presented here or in the *Graduate Bulletin*.
2. Submit *official* copies of all non-Lehman College transcripts to the Office of the Registrar (S-106).
3. Complete and sign the Application for Transfer of Credit (available from the Office of Graduate Studies, S-275).
4. Consult your program adviser for approval and course equivalencies. You must provide a student copy of your transcripts at this time.
5. Obtain approval from the relevant out-of-program adviser for any courses outside of your discipline that you wish to transfer.
6. When approved, submit the application to the Office of Graduate Studies (S-275).

Residency Requirement

Graduate students in masters degree programs must complete as *matriculated* students at Lehman College a) one half of the total graduate-level credits required to complete their Lehman College masters degree program, **OR** b) 18 graduate-level credits, whichever is greater.

Graduate students in *certificate programs* must complete at least one-half of the graduate-level credits required for their certificate program as *matriculated* students at Lehman College.

This minimum number of credits to be taken after matriculation is known as the *Residency Requirement*. Due to the varied credit requirements of Lehman's graduate degree programs, students will generally need to complete somewhat more than the minimum residency requirement in order to graduate.

No interpretation of this policy shall supercede the policy regarding Transfer of Credit outlined elsewhere in this *Graduate School Bulletin*.

Six (6) credits of the Residency Requirement may be taken as permit classes at other CUNY colleges offering appropriate masters-level courses (see Permit Courses).

Courses taken at non-CUNY institutions will not be counted toward the Residency Requirement.

No part of the Residency Requirement may be satisfied using courses taken prior to matriculation at Lehman College or courses taken as part of a previously awarded masters degree program.

Graduate students are encouraged to matriculate in their programs at the earliest possible date.

Exception

Masters Degree Candidates from the [CUNY] Graduate Center

Students at the Graduate Center may transfer to a senior college and complete the requirements for a masters degree, receiving credit for all graduate work satisfactorily completed at the Center.

Under the above policy, colleges of the City University may offer the M.A. degree without offering courses leading to the degree providing students matriculating for the M.A. do not require courses beyond those for which they have received credit in the doctoral program, and providing the appropriate college faculty assumes responsibility for the supervision of the student's program and the college has secured Board approval of those requirements for the degree. (Board Minutes 1969, p. 142)

GRADING POLICY

Grades recorded in the Office of the Registrar are the sole judgment of the instructor. The instructor's first judgment is always taken. Second and later judgments resulting from personal appeals and hardship claims are never honored, and you may not raise your grades by completing extra work after the final grade has been recorded. Occasional grading errors do occur, and these are always corrected promptly when properly certified to the Office of Graduate Studies.

GRADE POINT AVERAGE

In order to remain in good standing, you must maintain a grade point average of at least 3.0 (see also ACADEMIC PROBATION).

Cumulative Grade Point Average

In order to be awarded a masters degree, a graduate student must finish his/her program with a cumulative grade point average (gpa) of 3.0 (B) or better. Grades counted in the cumulative gpa must be earned in graduate-level courses taken at Lehman College or in graduate courses taken on permit at other CUNY institutions, and all courses must appear on the student's Lehman transcript.

All grades in graduate-level courses will be counted in computing their grade point average with the following exceptions:

- ◆ Grades earned in courses given by other institutions for which transfer credit has been allowed.
- ◆ Grades earned in undergraduate courses taken for undergraduate credit.

Grades earned in graduate-level courses can be excluded from the grade point average only through a successful appeal supported by the graduate program adviser and submitted to the Graduate Studies Committee (see General Appeals). Graduate courses taken five (5) or more

years prior to the current matriculation, or grades earned in courses unrelated to the current masters degree program are excluded only upon appeal.

Academic Probation

Low Grade Point Average

Graduate students whose cumulative Grade Point Average (GPA) falls below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their GPA to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. Any student whose Grade Point Average remains below 3.0 at the end of the probationary period will be dropped from the College. To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Office of Graduate Studies.

Admission with Conditions

Students matriculated with conditions may be subject to more stringent academic requirements, including (but not limited to) the denial of the probationary period and the need to maintain a Grade Point Average higher than 3.0. Applicable conditions are set forth in the student's acceptance letter.

Unsatisfactory Academic Progress

A graduate student is deemed not to be making satisfactory academic progress if he or she has accumulated more than two open grades (INC). INC grades in thesis and other culminating masters degree projects are not considered in determining satisfactory academic progress. Students placed on probation for unsatisfactory progress will be given a strict deadline for completing the open grades on their transcript. They also may be limited as to the number of credits for which they can register or may be prevented entirely from registering in any semester until letter grades are entered on their transcripts for the courses involved. The INC grades in question cannot be made up after the assigned deadline. After that date, any courses remaining on the transcript with INC grades will be permanent and the work can never be completed.

Note: In order to receive Title IV Federal Student Assistance, a graduate student must meet at least the GPA required for good academic standing at the institution (3.0 at Lehman) and:

1. Not have attempted more than 150% of the credits normally required for completion of the degree;
2. Accumulate credits toward the degree equal to or greater than two-thirds of the cumulative credits attempted at the institution.

INC GRADES

A graduate student who receives a grade of INC (incomplete course work) has one year from the time the grade was entered on the transcript to make up the work and have a change of grade submitted by the instructor. An INC grade entered in a Fall semester, for example, must be completed before the end of the next Fall semester. INC grades that are not made up within one

year remain permanently on the record as INCs. They may not be made up at any later date unless the student successfully appeals for permission to do so. Permanent INC grades do not count in the grade point average.

WITHDRAWAL FROM COURSES

When it becomes necessary or advisable for you to withdraw from a course, you must withdraw officially. Go with your bursar's receipt to the Office of the Registrar, Shuster 114, prior to the deadline published each semester in the Schedule of Classes, to fill out the appropriate forms. If you cannot go to the office, you can write a signed letter to the registrar stating your name, social security number, and the course(s) from which you want to withdraw (e.g. BIO 722) with the section number. This letter must be accompanied by a photocopy of your bursar's receipt. Whether or not you meet the deadline depends on the date of the postmark on your letter.

When this procedure is followed correctly, you will receive a grade of W for the course. Grades of W do not count against you and are not considered when your grade point average is computed. No faculty member or program adviser can withdraw you from any course.

After the deadline, you must appeal for withdrawal from any course through the Office of Graduate Studies.

An unofficial withdrawal occurs if you simply stop attending a course without completing the procedure just described. Any course from which you withdraw unofficially receives a grade of WU. Grades of WU are treated as failing grades and count against you in your grade point average.

Guidelines for Withdrawing from Courses

In Person

1. Go to the Office of the Registrar (Shuster Hall 114) prior to the published deadline. Be sure to have your Bursar's receipt with you.
2. Fill out the appropriate forms.
3. Be sure to check your record after approximately 1 week to see that your withdrawal has been processed.

By Mail

1. Prior to the published deadline, write a letter to the registrar stating your name, social security number, and the course(s) from which you want to withdraw (e.g. BIO 722) with the section number. A signature is required on your letter.
2. Enclose a *copy* of your bursar's receipt (do not send originals).
3. Send your letter with the copy of your bursar's receipt to:
Lehman College
250 Bedford Park Boulevard West
Office of the Registrar

Shuster Hall, Room 114
Bronx, NY 10468

4. Be sure to check your record after approximately 1 week to see that your withdrawal has been processed.

GRADUATION

In the semester in which you complete the last requirements for your masters degree, you must apply for graduation. Simply fill out the Application for Graduation by the deadline published each semester in the Schedule of Classes and submit it to the Office of the Registrar in Shuster Hall, Room 105. If you do not in fact complete all of the requirements for graduation by the date that you indicated, you must refile for graduation in any subsequent semester in which you anticipate completing the last of your degree requirements.

When graduation time approaches, you must be registered as a matriculated student. You cannot graduate in a semester when you are not enrolled. If you are finishing your thesis, for example, or preparing for your comprehensive examination, you may not be registered in any courses. In this instance, you must register for *maintenance of matriculation* and pay the appropriate fee.

In order to graduate, any incomplete grades (INC) on your transcript must be resolved prior to the date of graduation. To resolve incomplete grades, you must either complete and hand in the missing work, or, if the courses in question are not required for your degree, indicate to the Office of the Registrar that you do not intend to complete the work. If you choose not to make up the missing work, you will be required to sign a statement indicating your awareness that incomplete grades remaining on your transcript can never be changed to letter grades. This policy applies even if the course in question is not applicable toward the degree being awarded, and even if the one-year time-limit for finishing incomplete grades has not expired. The transcripts of graduated students are sealed at the time of graduation, and no changes can be made after the graduation date.

In addition, you cannot graduate if the indication Z appears in place of a grade opposite any course on your transcript. The Z indicates that the professor did not submit a grade to the Office of the Registrar for the course in question. You are responsible to contact the professor or department chair to ensure that a grade is submitted.

Guidelines for Applying for Graduation

(Application deadlines are published each semester in the Schedule of Classes)

1. Complete and submit the Application for Graduation (pink card), available from the Office of the Registrar (Shuster Hall 105), prior to the published deadline.
2. If you are registered for no courses in your final semester, register and pay the fee for Maintenance of Matriculation (See below).
3. Be sure to resolve any INC or Z grades prior to your date of graduation. Late resolution of such grades can result in cancellation of graduation.

COMPREHENSIVE EXAMINATIONS *(Emended. Underlined portions effective Fall 2001)*

In many masters degree programs at Lehman College, candidates are required to pass a comprehensive examination, as part of their degree requirements. Students should consult the graduate program adviser in the program in which they are enrolled to determine the precise requirements for the degree in that program.

Students not successful on the first attempt at the comprehensives are urged to discuss their examination with their Program Adviser before taking the examination a second time. Students unsuccessful after two attempts are dropped from the college. In order to take the examination a third time, students must appeal to the Office of Graduate Studies no later than the third week of the semester immediately following their second failed attempt. If their appeal is successful, students must then apply for readmission through the Office of Graduate Admissions (Shuster 150). Filing an appeal does not in itself guarantee that any student will be granted a third attempt at the comprehensive examination. No further appeals are possible after a third unsuccessful attempt to pass the comprehensives.

CREDIT LOADS *(Emended. Underlined portions effective Fall 2001)*

A full-time program of coursework for graduate students is 12 credits in any semester. Students may take no more than 16 credits of graduate work in any Fall or Spring semester and a maximum of eight (8) credits of graduate work during Summer sessions. Exceptions to these limits must be approved by the Graduate Program Adviser and the Office of Graduate Studies. The Office of Graduate Studies will not approve credit loads of more than 16 credits in the first semester of graduate study. Students admitted to the United States on a student visa are required to carry a full-time program of study each Fall and Spring semester.

COURSES TAKEN ON PERMIT AT OTHER CUNY INSTITUTIONS

(Emended. Underlined portions effective Fall 2001)

With appropriate permission, matriculated graduate students may take masters-level courses on permit at other colleges of the City University of New York and apply the credit toward the the Lehman masters degree. Grades earned in these courses are treated the same as grades earned at Lehman College and are subject to the same restrictions. Grades in courses taken on permit will be recorded on the Lehman College transcript and will count in the computation of the Grade Point Average. No more than six (6) credits taken as permit classes may be counted toward the Residency Requirement.

Permits and details regarding their use are available from the Office of the Registrar, Shuster Hall, Room 106. All courses taken on permit must be approved by the Graduate Program Adviser or by the department chair and the Office of Graduate Studies.

TIME LIMIT FOR EARNING A LEHMAN COLLEGE MASTERS DEGREE

Masters degree candidates must complete their programs within five years from the time that they became matriculated students. Absence from the college for one or more semesters does not alter or affect the five-year limit (see below) for earning a degree. Graduate students who due to unusual circumstances are unable to complete their degrees within the five-year period may apply for an extension in the Office of Graduate Studies. Extensions must be approved by the graduate program adviser and the Office of Graduate Studies.

INTERRUPTION OF STUDIES (*Effective Fall 2001*)

Although graduate students are encouraged to make steady progress toward their masters degrees, absence for one or more semesters is sometimes unavoidable. In order to resume their studies following an absence of any length, matriculated graduate students must contact the Office of Graduate Admissions (Shuster 150) to complete the application for readmission and pay the readmission fee. Matriculated graduate students returning to the College after an absence of two or more years are subject to any changes that have been made to their masters degree program in their absence and must satisfy all degree requirements in force at the time of their readmission. In addition, returning graduate students must consult with their program adviser to determine if any of their previous coursework has gone out of date and to discuss their future course of study. Following an absence of three or more years, matriculated graduate students must apply in the Office of Graduate Studies for an extension of the five-year time limit for completing their degree program prior to applying for readmission. Nonmatriculated graduate students must reapply to the College and pay the application fee following an absence from the College of any period of time.

MAINTENANCE OF MATRICULATION

Students not enrolled in courses in any semester, who need to maintain matriculation, are required to register for *maintenance of matriculation* in the Office of the Registrar (Shuster Hall 114) and pay the appropriate fee in the Bursar's Office (Shuster Hall 031). Students should register and pay this fee during the semester of absence. In the semester in which the degree is to be awarded, students must be either registered in courses or maintaining matriculation. Maintenance of matriculation is paid in summer sessions only when the student expects to receive the masters degree in the following September. Students who have paid maintenance of matriculation do not have to pay the student activity fee or the Consolidated Service Fee. The maintenance of matriculation fee cannot be waived.

IMMUNIZATION

Under current New York State public health laws, if you were born on January 1, 1957, or later you must show proof of immunity against measles, mumps, and rubella prior to your first registration. Without that proof of immunity, you may register for no more than 5.9 credits in any semester. There are no exceptions to this state policy. You must bring proof of immunization to the Student Health Center, Room 118, Building T-3. Acceptable documents include immunization cards from your childhood, immunization records from high school or other

school attended, or records from a doctor or clinic. If you cannot produce proof of immunity, you must be reimmunized, or you must undergo a blood test (titer test) to show immunity to all three diseases. Immunization is available at no charge from the Student Health Center. Call (718) 960-8900 for further details.

APPEALS

Appeals at Lehman College fall into two types. A **General Appeal** is submitted to the Office of Graduate Studies and applies to any of the college-wide Academic Policies and Procedures as outlined here or in the *Graduate Bulletin*. A **Grade Appeal** is lodged with the academic department when a student chooses to challenge a grade received in a particular course.

General Appeals

For a waiver of any of the college's policies and procedures pertaining to graduate study, a student may petition the Office of Graduate Studies. Appeals are granted only for compelling reasons. To launch an appeal, students must submit a completed appeal form, available from the Office of Graduate Studies, including a complete explanation of the issues involved, and any relevant supporting documents. Supporting documents may include birth certificates, death certificates, letters from physicians, letters of support from faculty, and any documents that bear upon the case in question.

Guidelines for Filing a General Appeal

1. Complete and submit the Appeals Form available from the Office of Graduate Studies (Shuster Hall, Room 275). Be sure to explain fully your reasons for making an appeal and give all information that supports your case. General Appeals are submitted to the Office of Graduate Studies.
2. Submit all documentation. Appeals are not complete until supporting documents have been received in the Office of Graduate Studies.
3. Await the decision of the committee that hears graduate appeals. The committee's decision is final.

Grade Appeals

A graduate student dissatisfied with a grade received in a course should first discuss the situation with the instructor who assigned the grade. If the student is still not satisfied that the grade is fair, he/she should then consult the graduate program adviser for the department in which the course was offered. The graduate program adviser will then attempt to resolve the disagreement.

If the student is still dissatisfied, or if the program adviser was the instructor who assigned the grade originally, the student should appeal in writing to the department chair. If the chair is the instructor of the course in question, the senior member of the department Personnel and Budget Committee will act for the chair.

The chair will appoint a Graduate Grade Appeal Committee consisting of three faculty members from the department, all of whom have taught graduate courses. The graduate program adviser may not serve on this committee.

The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change.

The chair will notify the student, the instructor, and the Office of Graduate Studies of the committee's decision. If the committee recommends a grade change, the chair will forward that recommendation with the decision.

Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be changed after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

Guidelines for Filing a Grade Appeal

If you are dissatisfied with a grade:

1. Consult the instructor who assigned the grade to attempt to resolve the situation. You must do this no later than the semester following the semester in which the grade was assigned. If resolution is impossible, and if you are still dissatisfied with your grade,
2. Consult your program adviser (or the department chair, see above) who will attempt to resolve the situation. If you are still dissatisfied with your grade,
3. Appeal in writing to the chair of your department (or the senior member of your department's Personnel and Budget Committee, see above), submitting any and all documents that support your case.
4. The decision of the Graduate Grade Appeal Committee (described above) is final.