



Rowan College of South Jersey

Administrative Procedure: 8005.1 ACADEMIC/GRADE APPEALS

Students may appeal the final grade they received in a course by following the steps listed below. Prior to the initiation of the process, the student must have informally attempted to resolve the concern with the faculty member involved. Each step in the process will focus on resolving the issue. During this process, the student may decide to change the outcome being sought only once. If this occurs, a new appeal must be filed.

- Step 1:** Students with grade concerns must register those concerns with his/her counseling advisor within thirty days from the posting of the final course grade. The advisor will give the student a Student Academic Appeal form, direct the student in the completion of Step 1, and provide assistance in making appointments to see the appropriate faculty member(s) for resolution of the concerns.
- Step 2:** The student will take the form to the faculty member(s) involved and seek a resolution. The faculty member will complete Step 2 on the form and return it to the student.
- Step 3:** If the concerns are not resolved to the satisfaction of the student, the student will take the form to the appropriate dean. The dean will recommend a resolution on the appeal form, sign it, and notify the faculty member of that recommendation. The dean may arrange a peer review meeting with representative members (excluding the faculty member involved) of his/her division to help make that recommendation. The dean will return the form to the counseling advisor for the advisor's and the student's signatures.
- Step 4:** If the concerns remain unresolved, the counseling advisor will, after reviewing the appeal packet and all relevant concerns with the student, notify the faculty member that the appeal and all related documentation will be forwarded to the Academic Standing Committee ("Committee").
- Step 5:** Following receipt of the documentation by the chair of the Committee, the Committee will conduct an informal fact-finding hearing at which the student and the faculty member will be expected to testify.

The student has the right to have an advisor of his/her choice present at the hearing as a support person. While the advisor can be present, he/she can have no role in the hearing. Advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. If the student wants to have an advisor present, he/she must inform the Committee at least 24 hours in advance of the hearing. If the student's personal advisor is unable to attend, the hearing will not be cancelled.

Following the hearing, the Committee will consider the evidence presented and by majority vote make a formal recommendation to the Vice President of Academic Services.

Step 6: The Vice President of Academic Services will decide to accept or reject that recommendation and communicate the decision to the student in writing.

The Vice President and Provost's decision is final and binding.

Area: Student Services
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8005 Student Appeals*

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