



## **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: Discrepancy Discovered**

The student discovers a discrepancy in an assignment grade or their final grade for a course concluded within 30 days of this discovery.

#### **Step 2: Contact Instructor**

The student contacts the instructor of this course within 30 days of the course's conclusion via the instructor's preferred means of communication on the syllabus, explains the discovery, and requests either clarification or correction.

If the instructor is unable or unwilling to resolve the discrepancy to the student's satisfaction, the student may choose to initiate an Academic Grade Appeal by communicating with the Academic Appeal Point of Contact Nathaniel Alridge, J.D., Counseling Advisor, [nalridge@rcsj.edu](mailto:nalridge@rcsj.edu).

An effort to contact the instructor must be attempted first before the Appeal can be undertaken.

#### **Step 3: Submit Official Request**

The student should submit an official request via email to the Academic Appeal Point of Contact for a review of the contested grade(s). The email should include the student's basis for complaint, any supporting evidence, College Student ID number, the course name and course ID number, and the instructor's name. Additionally, include the following information:

- Compile all relevant evidence into a single, comprehensive packet.
- Create a summary outlining the context of the situation, narrating concerns in detail. Ensure that each point is clearly linked to the corresponding evidence, which should be distinctly marked and referenced within the narrative.
- Arrange this information chronologically to ensure a logical and coherent presentation of facts and supporting materials.
- Specify the desired remedies, detailing resolutions for the issues raised.

#### **Step 4: Instructor's Reconsideration**

The Academic Appeal Point of Contact will present the formal complaint to the relevant instructor for an informal reconsideration of the original assigned grade. If denied, the instructor must respond formally in writing, and the Academic Appeal Point of Contact will update the student.

The following steps are taken if the student chooses to continue contesting the course grade.

#### **Step 5: Dean's Review**

If the student chooses to continue contesting the course grade, the Academic Appeal Point of Contact will forward the appeal and the instructor's response to the relevant academic dean for an official decision. Should the dean uphold the instructor's decision, the student may then appeal to the Academic Standing Committee ("Committee"), a committee composed of faculty and academic advisors representing all academic divisions.

#### **Step 6: Committee Review**

The Committee may render an immediate decision or choose to convene a hearing. At a hearing, the student and the instructor will have the opportunity to appear before the Committee for an inquiry session.

During this hearing, the student has the right to choose an advisor to be present at the hearing as a support person. While the advisor can be present, this person can have no role in the hearing. Support 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 a support advisor present, the student must inform the Committee at least 24 hours in advance of the hearing. If the student's personal support advisor is unable to attend, the hearing will not be cancelled.

### **Step 7: Final Decision by the Chief Academic Officer (“CAO”)**

After the hearing, the Committee will make its recommendation to the CAO. As the final authority on grades and academic issues, the CAO will review the entire appeal packet and confirm or alter the outcome of the appeal. The Chair of the Committee will communicate the outcome to all parties involved and any necessary follow-up resulting from that outcome will take place within 30 days of confirmation, barring extraordinary circumstances. This will conclude the appeal process.

Area: Student Services  
Approved: 07/01/19, 05/05/21, 07/30/24  
Revised: 09/16/2025

President’s Authorization:

A handwritten signature in black ink, appearing to be 'P. S.', is written over a horizontal line.

#### References:

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