



Rowan College of South Jersey

Administrative Procedure: 8005.2

ADMINISTRATIVE ACTION APPEALS

Administrative Action Request

While it is the student's responsibility to understand and follow College policies and procedures, the College recognizes that personal circumstances may at times prevent students from following established policies and procedures. Students requesting an exception to College policies or procedures are to contact the Office of Student Affairs to make a request for administrative action within 12 months of the event, incident, or action. Typical requests include, but not limited to, student records challenges and exceptions to course drop, add, and withdrawal policies.

The Director of Student Affairs will meet with the student and explain the process for completing an Administrative Action. It is the student's responsibility to initiate the request and provide documentation supporting the request. Once the student completes the request, the Administrative Action Request Committee ("Committee"), comprised of administrators from various departments, is assembled to review the request and make a decision. The Director of Student Affairs is a non-voting member of the Committee. The student is notified of the Committee's decision via postal mail. In most cases, the Committee's decision is final.

Students may appeal the Committee's decision to the Vice President of Student Services within five (5) business days of the date of the decision letter they receive from the Director of Student Affairs. The student must submit the request to appeal with any new evidence to the Director of Student Affairs. The Vice President of Student Services will render a decision.

The decision of the Vice President of Student Services is final.

Area: Student Services

Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kearney".

References:

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

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