Academic-Related Appeals Policy

Intent of Policy:

- The intent of this policy is to define a process for students wishing to appeal complaint a course grade, a grade received for a particular piece of work in a course, or the recommendation for dismissal (henceforth defined *as Academic-related Appeals*).

Jurisdiction of Policy

- This policy only pertains to classes under the jurisdiction of the Rutgers Professional Science Master's Program (i.e., classes with the course code "16:137:XXX").

Valid Reasons for a Grades Appeal

- Only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal. Compelling reasons to justify an appeal are clerical error, prejudice, or capriciousness.

Academic-Related Appeals Process:

- Students wishing to appeal a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor.
- If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the Academic Officer.
  - **Step 1: Written Complaint**
    - A written complaint about a grade for work completed while the course is in progress must be submitted by the student to the Academic Officer no later than two weeks after notification of the grade.
    - A written complaint about a grade for work completed while the course is in progress must be submitted by the student to the Academic Officer no later than four weeks after notification of the grade.
    - The written complaint should be sent to the Academic Officer and contain the following information:
      - Your contact information (including RUID)
      - Title/Couse#/Semester of the Course in question
      - A summary of the situation you're appealing.
      - An explanation of why you feel the decision was incorrect.

- ▪ Supporting documents attached, if relevant.
  - o **<u>Step 2: Complaint Review and Information Collecting</u>**
    - ▪ The academic officer will review the complaint and compile any information related to the complaint. Information may include, but is not limited to, attendance records, submitted assignments/exams, course-related correspondence/communication, or interviews performed by the academic officer.
  - o **<u>Step 3: Presentation of Information</u>**.
    - ▪ Once compiled, the information will be presented to the student and the instructor to allow for feedback.
    - ▪ After reviewing the compiled information, both parties (i.e., the instructor and the student) will be given the opportunity to resolve the difference.
    - ▪ If a resolution is reached, the matter will be considered closed.
    - ▪ If there is no resolution, the Academic Officer will convene an Academic Appeals Committee.
  - o **Step 4: Convening of the Academic Appeals Committee**
    - ▪ Academic Appeals Committee
      - An Appeals Committee shall be chaired by the academic officer and consist of at least 3 members of the graduate faculty affiliated with the Professional Science Master's Program (including the Academic Officer).
      - It will convene as needed.
      - Its purpose is to adjudicate and deliver decisions related to academic-related appeals that could not be satisfactorily resolved between student and instructor.
    - ▪ Agenda for Academic Appeals Meeting
      - The Academic Officer will present the same information shared with the student and instructor.
      - The committee will render a decision either to uphold or override the appeal and recommend steps to be taken to close the issue.
    - ▪ The decision and recommendation of the Academic Appeals Committee will be communicated to the student within 5 business days of the meeting.
    - ▪ The student will have 5 business days to either accept or reject the decision of the Academic Appeals Committee.
      - If the student accepts the Academic Appeals Committee's decision, the matter will be considered closed.
      - If the student rejects the decision of the Academic Appeals Committee, the student will then appeal to the School of Graduate Studies (refer to [SGS Policy1.3.6-Appeals](#)).