

## **Grade Appeals Policy and Procedure**

Rutgers Professional Science Master's Program  
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The following provides a guidance for students who have concerns about the grade they received in their current semester.

- 1) The student should first discuss their grade with the professor to reconcile the conflict or question in a face-to-face interaction. This should occur within five (5) academic days of the official posting of the grade.
- 2) If this attempt at resolution is not satisfactory, the student may indicate in writing the reason for the complaint and request a review by the Professional Science Master's (PSM) program Office. The request must be submitted no later than four weeks after the end of the exam period for that semester. The case will be assigned to either Dr. Deborah Silver, who is the Executive Director of the PSM program, Dr. Matthew Sills, a Professor of Professional Practice and advisor for Life Science students, or the respective Concentration Coordinator. The PSM program will work in consultation with the instructor and the student to resolve the issue.
- 3) If the student is still not satisfied with the decision from the PSM program and wishes to appeal the decision of the PSM program, the student may appeal the decision to the office of the Dean of the appropriate Graduate School. Written notification of the action taken by the Graduate School will be sent to the student within four weeks of the filing of the appeal (excluding weeks when classes are not in session).