

# Essex County College College Regulation

## REG 6-9 STUDENT GRADE APPEAL

### **Purpose:**

To establish an appeal procedure by which students can challenge a final grade.

### **Application:**

- 1) A student desiring to formally appeal a final grade will initiate the process by completing a GRADE APPEAL form and submitting it to the Division Chair. The "reason" for the appeal should be stated with sufficient detail to ensure the opportunity for a clear response.
  - a) The appeal may not be submitted until one week after the end of the semester in which the grade was awarded.
  - b) An appeal may not be submitted later than six months after the end of the semester in which the grade was awarded.
- 2) If the student has not yet done so, the Chair will ask the student to meet with the instructor to review the criteria used in determining the final grade.
- 3) If the student and faculty member cannot resolve the matter, the Division Chair will meet with the student and the instructor within five working days. The outcome of the meeting may be:
  - a) The instructor may request a change of grade; or
  - b) The student may accept the original grade; or
  - c) The student may request to appear before the Divisional Grade Appeal Committee.
- 4) If the student chooses not to appear before the Divisional Grade Appeal Committee:
  - a) The Chair will convene a meeting of the Divisional Grade Appeal Committee within ten working days after the meeting with the chairperson.
  - b) The Divisional Grade Appeal Committee will be chaired by a faculty member in the division.
  - c) The student and the instructor will be asked to attend the meeting of the Divisional Grade Appeal Committee.
  - d) The committee will make a recommendation to the chairperson who will notify the student of the committee's decision within 10 days of the meeting.

- 5) If the student is still unsatisfied with the resolution suggested by the Divisional Grade Appeal Committee, the appeal will be forwarded to the appropriate academic dean.
- a) The Dean will meet with the student in an attempt to mediate a resolution.
  - b) Failing to bring the matter to resolution, the Dean will convene a meeting of the College Wide Grade Appeal Committee.
  - c) In addition to the Dean, the Committee will have:
    - i) One faculty member from each of the academic divisions
    - ii) The Dean of Students or designee,
    - iii) The SGA president or designee
    - iv) One additional committee member may be identified by the Dean, as appropriate. In instances where the course was taught at the branch campus or another off-campus site, a representative from that site would be added to the Committee.
  - d) The student and the instructor will be asked to attend the meeting of the College Wide Grade Appeal Committee.
  - e) The College Wide Grade Appeal Committee will discuss the matter further in private and:
    - i) Affirm the grade as appropriate; or
    - ii) Recommend that the instructor request the grade be changed.
  - f) The decision of the College Wide Grade Appeal Committee shall be final. It will be communicated to both parties by the Dean chairing the Committee.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: 2/92, Rev. 10/01; 12/10, 3/17	Attachment(s):