



# GRADUATE GRADE APPEAL

PLEASE RETURN THIS FORM TO:

Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176

E-mail: [gradstudies@tesc.edu](mailto:gradstudies@tesc.edu)

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

College ID: \_\_\_\_\_ School Enrolled: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Section # \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Semester course was taken: \_\_\_\_\_

Were you approved for an extension to complete the course?  Yes  No

## STEP 1

You must first correspond with the appropriate mentor about your grade either by e-mail, phone or U.S. mail. Your mentor assigns your final grade. If you have questions, it is your responsibility to discuss them with your mentor.

*Please note that in order to receive credit for the course, you must have passed the examination(s) with an average grade of D or higher and (2) earn a passing average on the total of all assigned course work (e.g., exams, assignments, projects, papers, etc.)*

## STEP 2

### Preparing your written appeal

Provide the following information:

1. State the outcome of your interaction with the first person of contact;
2. Explain clearly and concisely the basis for your grade appeal.
3. Provide evidence in support of your appeal with factual information;
4. Attach documentation to support your appeal (examples: feedback form, assignments, personal records, etc.).

Mail the Grade Appeal to the appropriate Academic Dean of your degree program:

Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176  
ATTN: *appropriate dean's name here*



Thomas Edison State College  
Graduate Final Grade  
Appeal Policy and Instruction Form  
Thomas Edison State College  
101 West State Street  
Trenton, NJ 08608-1176

## POLICY

Thomas Edison State College recognizes that it is in the best interest of all students and the institution to resolve disputes promptly, fairly and equitably. Students may appeal a grade or credit decision given for Thomas Edison State College courses. The burden of proof rests with the student and we strongly suggest the student work with the mentor to resolve this.

## PURPOSE

The grade appeal process is for students who have evidence that an inappropriate grade has been assigned as a result of prejudice, caprice or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the standards in the syllabus.

## PROCEDURE

1. Students must initiate an appeal within 30 days of the issuing of a final grade.
2. The student will first contact the mentor either by e-mail, telephone or US mail:  
Failure to follow this initial step will result in the appeal not being heard until this step is taken.
3. If the student is not satisfied with the results of this initial contact, this concern must be presented in writing to the School Dean of the student's degree program, using the appeal form.
  - a. The School Dean will mediate between the mentor, the office originating the grade and the student to obtain resolution of the issue.
  - b. If the student is dissatisfied with the decision of the School Dean, the student may make a written appeal to the Office of the Provost within 10 business days.
  - c. The Provost will respond within 30 days with a final decision.