



GRADE APPEAL FORM

PLEASE RETURN THIS FORM TO:

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

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Student 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 person (listed below) about your grade either by e-mail, phone or U.S. mail.

- Mentor in the case of undergraduate courses or Prior Learning Assessment courses.
- Director of Learning Assessment, in the case of TECEP® exams or e-Pack® courses.
- Dean of the Heavin School of Arts and Sciences, in the case of a Practicum.

Please note that in order to receive credit for the course, you must have earned a passing average on the total of all assigned course work (e.g., examinations, assignments, projects, discussion postings, etc.).

STEP 2

Preparing your written appeal

Provide the following information:

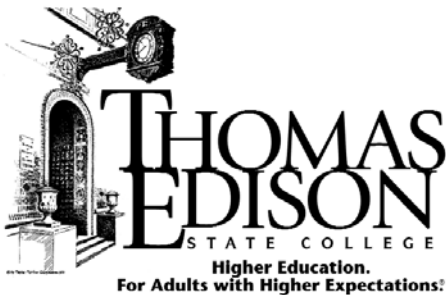
1. State the outcome of your interaction with the first person of contact;
2. Explain clearly and concisely the basis for your grade appeal.
3. Provide evidence in support of your appeal with factual information;
4. Attach documentation to support your appeal (examples: feedback form, assignments, personal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

Mail the Grade Appeal to:

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

Or fax to:

Academic Dean
(609) 984-0740



Thomas Edison State College
Undergraduate 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, Prior Learning Assessment, Thomas Edison State College Examination Program (TECEP®) or Practicum when they believe the grade to be in error or awarded through prejudice or caprice. The burden of proof rests with the student.

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.

Please note that in order to receive credit for the course, you must have earned a passing average on the total of all assigned course work (e.g., examinations, assignments, projects, discussion postings, etc.).

PROCEDURE

1. Students must initiate an appeal within 30 days of the issuing of a final grade.
2. The student will first contact one of the following either by email, telephone or US mail:
 - Mentor in the case of undergraduate courses or Prior Learning Assessment courses;
 - Director of The Office of Learning Assessment, in the case of TECEP® exams or e-Pack® courses;
 - Dean for the Heavin School of Arts and Sciences in the case of a Practicum.

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.