



Rowan College of South Jersey

Administrative Procedure: 8005.2

ADMINISTRATIVE ACTION APPEALS

Administrative Action Request

While it is the student's responsibility to understand and follow College policies and administrative procedures, the College recognizes that personal circumstances may at times prevent students from following established policies and administrative procedures. Students requesting an exception to College policies or administrative procedures are to contact the Director of Student Affairs (Gloucester Campus), Director of Judicial Affairs (Cumberland Campus), or designee to make a request for administrative action within 12 months of the event, incident, or action. Typical requests include, but not limited to, student records challenges and exceptions to course drop, add, and withdrawal policies.

The Director of Student Affairs (Gloucester Campus), Director of Judicial Affairs (Cumberland Campus), or designee will meet with the student and explain the process for completing an Administrative Action Request (Request). It is the student's responsibility to initiate the Request and provide documentation supporting the Request as outlined in this administrative procedure. Once the student completes the Request, the Administrative Action Request Committee (Committee), comprised of administrators from various departments, is assembled to review the Request and make a decision. The Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) is a non-voting member of the Committee. The student is notified of the Committee's decision via postal mail and/or the official student's email account.

Administrative Action Request Criteria

1. Requests will only be considered when the date(s) of the extenuating circumstance coincide with the applicable semester/term in which the courses are attempted.
2. Requests will only be considered up to one (1) year after the end of the semester in which the courses were attempted. Any Request that is beyond one (1) year will be reviewed by Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) for evaluation of extenuating circumstances. The appropriate Director will provide required follow up with the student.

3. Before submitting this Request, it is strongly recommended ~~that~~ students consult with Financial Aid, NJ Stars, EOF, Military, Employer, or any other area providing financial assistance. In some cases, Requests have negative financial impacts, if approved.
4. On the Gloucester Campus, the formal Request must be made through the student portal. Click the Student Affairs Assistance Request Form to start the process. A staff member will contact and send the student the Administrative Action Request Form. On the Cumberland Campus, please email aac@cc.rcsj.edu or the Director of Judicial Affairs.
5. Documentation should be typed, signed, dated, and on organization (employer, doctor, court, etc.) letterhead. Documentation can include, but not limited to:
 - Letter from a medical professional indicating impacts on the student's ability to complete coursework. A diagnosis is not needed;
 - Signed and dated letter with company letterhead from employer indicating involuntary work changes or loss of employment;
 - Police reports/and or legal/court documents;
 - Death certificate or obituary of family/close relation; and/or
 - Any other documentation indicating proof of mitigating circumstances.
6. Written letter detailing the reason for the Request, explaining how the life circumstance, illness, or condition affected the student's ability to maintain active student status as a student at the College, as well as why withdrawing from the courses through the regular process was not an option.

Students may appeal the Committee's decision to the Vice President, Chief Student Affairs Officer within five (5) business days of the date of the decision letter received from the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) only if there was an egregious violation of administrative procedure 8005.2 or new evidence not provided at the time of the initial Request is now available. The student must first submit the Request to appeal with any new evidence to the Director of Student Affairs Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus).

Appeal Process

1. The student will notify the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) of intent to appeal and reason for the appeal within 5 business days of the date of the decision letter received from the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus).
2. The student will submit written documentation detailing the reason for the appeal.
 - Reasons for appeal
 - A. The administrative procedures in 8005.2 were not followed; however, such deviations from procedures will not be a basis for sustaining an appeal unless the deviations(s) resulted in significant prejudice to the student.
 - B. New relevant evidence is available that could not or was not produced at the time of the committee review, and such new evidence is both:

- (1) sufficient to alter the committee's decision; and
 - (2) was not known or available to the student at the time of the Request submission.
3. The student is required to submit a letter addressed to the Vice President, Chief Student Affairs Officer detailing the student's Request and reason for appeal.
 - a. Letter must detail the reason for appeal.
 - b. Letter must detail how this circumstance affected the student's ability to maintain active student status.
 - c. Letter must detail why withdrawing or dropping from the courses through the regular process was not an option.
 4. The student will provide any new relevant evidence or documentation not previously submitted and reviewed by the committee.
 5. The S student will submit all appeal documents to the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) for review to ensure compliance with policies and administrative procedures. The appropriate Director will forward the appeal to the Vice President, Chief Student Affairs Officer after review. Incomplete appeal Requests will not be forwarded to the Vice President, Chief Student Affairs Officer.

The Vice President, Chief Student Affairs Officer will review submitted appeal. The Vice President, Chief Student Affairs Officer will render a decision which is final and be notified of the Vice President's decision via postal mail and/or the official student's email account.

Area: Student Services
Approved: 07/01/19, 05/05/21
Revised: 02/20/24

President's Authorization: _____



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8005 Student Appeals*