



## 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 procedures, the College recognizes that personal circumstances may at times prevent students from following established policies and procedures. Students requesting an exception to College policies or procedures are to contact the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus) 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) or Director of Judicial Affairs (Cumberland Campus) will meet with the student and explain the process for completing an Administrative Action. It is the student's responsibility to initiate the request and provide documentation supporting the request. 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 or the official student's email account. In most cases, the Committee's decision is final.

Students may appeal the Committee's decision to the Vice President of Student Services within five (5) business days of the date of the decision letter they receive from the Director of Student Affairs (Gloucester Campus) or Director of Judicial Affairs (Cumberland Campus). 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). The Vice President of Student Services will render a decision which is final.

Area: Student Services

Approved: 07/01/19

Revised: 05/05/21

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink that reads "Julie Keating".

References:

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

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