

# Grade Appeals Procedures

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows. All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the instructor that submitted the grade.

## Credit–Academic Issues (grades, etc.)

- **Level 1** – The student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- **Level 2** – The student meets with the appropriate department chair, director, or academic dean (in the case where a department has a coordinator). If the issue is still unresolved, the student proceeds to the next level.
- **Level 3** – The student meets with the Senior Director of The Center for Student Success who will forward the case on to the Academic Standards, Policies & Procedures Committee. This committee will make its recommendation to the Senior Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor's role is one of support and advisement. The counselor helps clarify the appeals process, assists the student with the preparation of his or her case, and helps the student explore options so the student is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students or present evidence or testimony on the student's behalf.

Students who need assistance with this process should contact the Senior Director of The Center for Student Success, Stacey Zacharoff, at (609)343-5091 or email [szacharo@atlanticcape.edu](mailto:szacharo@atlanticcape.edu).