

Appeals Policy
for the TCNJ – RTC Academic Partnership
in
Master of Education (M.Ed.) Program courses and
Professional Development courses

In such situations where a student has a question about grades related to a course assignment or to a final course grade, the following procedures are suggested for resolution:

1. The student and the instructor meet to discuss rationale for the grade in question. Both student and instructor should be prepared with appropriate course or assignment related documents that would assist in the discussion of how to resolve the question. The shared goal of this discussion of grade and course expectations, requirements and responsibilities should be communication and resolution, if possible.
2. If unresolved, the student may appeal to the RTC Director of Instruction for further discussion of the issue. Again, documentation (including details of the instructor-student discussion) should be available in order to facilitate a fair negotiation of the issue.
3. If unresolved, the student may appeal to either the TCNJ Director of the M.Ed. Program (if the student is matriculated into the degree program) or to the TCNJ Academic Dean (if the student is not matriculated). This appeal may involve other academic personnel, as identified through the order of steps* referenced in TCNJ's Graduate Student Complaint/Appeals Policy, if required. The Complaint/Appeals Policy is available on-line through the Graduate Bulletin at:

<http://www.tcnj.edu/graduate>

At this level of appeal, a decision based on academic evidence and context will be determined.

* For clarification of roles in the TCNJ policy, the RTC instructor would serve as “*Faculty Member*” and The RTC Director of Instruction and the TCNJ Director of the M.Ed. Program would serve as “*Chair*” and “*Coordinator*”, respectively.