

Appeal Processes Available to IRHR Doctoral Students

Procedures for resolving problems and disputes involving IRHR doctoral students differ depending on the domain of activity involved, as follows:

Employment: Issues related to on-campus employment are governed by the collective bargaining agreement between the university and the Rutgers AAUP Council effective at the time of the dispute.

Grades: Students wishing to file a complaint about a course grade or a grade received for a particular piece of work in a course should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between the student and the instructor, the student may specify in writing the basis for the complaint and request a review by the graduate director of the program offering the course. A written complaint about a grade for work completed while the course is in progress must be submitted to the graduate director no later than two weeks after notification of the grade. A student must submit a written complaint about a final course grade to the graduate director no later than four weeks after the end of the exam period for that term.

For IRHR course offerings, the graduate director and Ph.D. policy committee serve as the committee on student appeals. Usually the committee considers recommending a change of grade only if they determine that the faculty member engaged in unprofessional conduct or used unfair procedures to assign the grade. Written notification of their decision will be sent to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session.

A student who wishes to appeal the decision of the committee may do so by writing to the Office of the Dean of the Graduate School – New Brunswick (GS – NB). Written notification of the final action taken by the Office of the Dean will be sent to the student within four weeks of the filing of the appeal, excluding those weeks in which classes are not in regular session.

Academic Standing: Students who believe that there has been a violation of any of the formal policies and procedures governing the IRHR doctoral program (excluding course grades and employment issues) are encouraged to first discuss the situation with the graduate director and other members of the Ph.D. policy committee (this is not required in order to preserve the student's right to appeal, however). If these discussions do not resolve the student's concerns, he or she may file a written appeal with the graduate director and the Ph.D. policy committee, who serve as the committee for student appeals. The graduate director and Ph.D. policy committee consult with relevant parties and make a decision about how to resolve the problem. The decision must be sent to the student in writing within 21 working days from the date of the appeal, excluding those weeks in which classes are not in regular session. Normally, this decision is taken as final. Nevertheless, if a student believes that the process by which the committee reached its decision was unfair, he or she may file a written appeal with the Dean of the Graduate School – New Brunswick. The procedures that will be used for such student academic appeals are described in the GS – NB Catalog.