

# APPEALS

Delmar College of Hair and Esthetics recognizes that there are instances when a student may wish to challenge grades or academic policy. When a dispute arises, every effort should be made to resolve the issues informally rather than resort to a formal appeal. If, however, a formal appeal is necessary, the student should follow the Appeals Procedures that are described below.

Appeals for reappraisal of graded term work, reappraisal of final grades, and other academic appeals are pursued through the Director of Hair or the Director of Esthetics.

The following general guidelines define the routes of appeal in different areas.

## GENERAL PRINCIPLES

1. Reappraisals of grades occur at the program level that originated those decisions, e.g., within the Program.
2. Appeals of grade reappraisals and other such academic decisions will be first handled at the level of appeal closest to the level at which the decision was made.
3. Students must begin the reappraisal/appeal process at the appropriate level and proceed through successive levels of appeal in order, and with no omissions.
4. At every level, students should attempt, to the utmost of their ability, to present their arguments as effectively and as fully as possible. Mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.
5. The President and Director of Education will hear an appeal only if there is a credible allegation of: (a) bias, or (b) unfair procedures at a lower level of appeal, or (c) substantial new evidence which could not have been presented at an earlier stage.
6. Students may obtain help in understanding the appeals process and in writing appeal letters