

## Department of Health & Exercise Science Procedures for Appealing to Take a Class a Third Time

Please read carefully the process for appealing to take a course a third time. Failure to follow these procedures may result in your appeal being delayed. The student is advised not to skip steps as this will more than likely delay the appeal process.

1. Academic Student Affairs Committee (ASAC) won't consider appeals to take a class for a third time until i) student has no other course that needs to be taken for the second time and ii) student has GPA  $\geq 2.0$
2. Student **MUST** meet with their Advisor to discuss the policy for appealing to take a class for a third time. Please provide and review the HES policy sheet for taking courses for a 3<sup>rd</sup> time at <https://snhp.rowan.edu/departments/hes/about/HES%20Course%20Repeat%20Policy%209-12a.pdf> prior to meeting with your Advisor. **The appeal process will not move forward without this initial meeting.**
3. The Advisor will send an email to the student and Academic Student Affairs Committee (ASAC) Chair, giving the student permission to write a letter of appeal.
4. The student **MUST** write a letter (word or pdf format) containing the following information (See Sample Letter below):
  - The student's name, banner number, appealed course, required grade to move forward, and several dates and times the student could meet **MUST** be provided in the upper left corner of the first page
  - Describe in detail why you were unsuccessful in your two previous attempts to take this course. Describe each situation separately. If the student is uncomfortable with sharing personal issues they do not have to state them in the letter, but they should provide some idea as to what happened relative to the class.
  - Describe in detail why the student feels they should be given a third opportunity to take this course based on their situation.
  - Describe in detail your plan for success if granted a third attempt.
5. The letter will be sent to the ASAC Chair, Dr. Mehmet Uygur ([uygurm@rowan.edu](mailto:uygurm@rowan.edu)). This letter will not be accepted unless Dr. Uygur receives an email from your Advisor giving the student permission to do so. **The ASAC Committee Chair will return the letter declining to hear the appeal until the above requirements are met.**
6. Once all the above requirements are met, the ASAC Chair will schedule a meeting with the student.
7. The ASAC will meet with the student to hear the student's appeal.
8. A report is written by the ASAC and sent to the Department of Health & Exercise Science Chair. The ASAC **does not make any decisions regarding the student being granted a third attempt.** The ASAC will hear the student's appeal, answer questions the student may have, provide options to the student, and finally make a recommendation to the chair relative to the situation and the policy.
9. The student will then make an appointment with the Department of Health & Exercise Science Chair by way of the Chair's secretary.
10. The Department of Health and Exercise Science Chair will then hear the student's appeal.
11. The Department of Health & Exercise Science Chair makes the final decision based on the ASAC recommendation, Rowan University policy and Departmental policy. The Department of Health & Exercise Science Chair's decision is final, as there are no appeals granted beyond this level.

**NO APPEAL WILL BE HEARD UNLESS ALL STEPS ABOVE ARE FOLLOWED AND ALL REQUIREMENTS ARE MET. INCOMPLETE APPEALS OR FAILURE TO FOLLOW THE ABOVE PROCEDURES WILL RESULT IN THE APPEAL BEING DELAYED UNTIL ALL REQUIREMENTS ARE MET.**

**Sample Letter: It is suggested the student copy/paste the letter below into a word document to use as a template.**

Date: January 24, 2018

Name: Jon Doe

Banner Number: 916XXXXXX

Appealed Course: HES00200 Basic Nutrition Minimum grade required to move forward: C- Previous

Grades: W, F

Possible dates and times to schedule meeting with ASAC: 1/12 8:00, 9:00; 1/24 9:00, 1:00

Dear Academic and Student Affairs Committee:

I am writing to petition to appeal to take a class a third time.

Describe in detail why you were unsuccessful in your two previous attempts to take this course.

Describe each situation separately. If the student is uncomfortable with sharing personal issues they do not have to state them in the letter, but they should provide some idea as to what happened relative to the class.

Describe in detail why the student feels they should be given a third opportunity to take this course based on their situation.

Describe in detail your plan for success if granted a third attempt. Sincerely,

Jon Doe