



WGTC 6.6

Academic Appeals

Any student who wishes to contest a final course grade, must follow the formal grade appeal process set forth here. All communication related to the grade appeal, in all steps, will be provided to the student through their student email address.

Step 1: The student must first initiate the formal grade appeal process with the instructor of record. The grade appeal must be received, in writing, no later than 10 instructional days after the start of the semester after the grade was earned. An instructor will have 7 instructional days to research and respond to the grade appeal request, in writing. If the instructor is no longer employed with the college, the student may appeal to the program director/chair or move to step 2 in the process.

Step 2: If the grade appeal is denied, the student may then appeal to the Academic Dean of the school in which the course was taught. The written appeal must state the course in which the grade was received, corresponding semester, the instructor of the class, grade received, reason for the appeal with supporting documentation, and student contact information. This request must be filed with the Academic Dean no later no later than 5 days after the denial was issued by the instructor of record. The Academic Dean will respond to the student within 10 instructional days of receiving the written request.

Step 3: If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President of Academic Affairs within 5 instructional days of receiving the Dean's decision. The Vice President of Academic Affairs (VPAA) will respond to the student's request within 10 instructional days. The decision of the Vice President for Academic Affairs shall be final.

Please Note: Students in programs or courses with prerequisite requirements must continue the next course(s) in the sequence during the appeal process to avoid losing academic progress. If a failing grade is not overturned, however, they are responsible for all tuition and fees incurred (subject to financial aid policies related to withdrawal). Failure to file an appeal by the stated deadlines above may result in forfeiture of the grade appeal.

Reference: State Board Procedure 6.5.1p.
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

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