

Policy 5.2.5 Student Services: Grade Appeal

**TRI-COUNTY
COMMUNITY COLLEGE**

**STUDENT SERVICES
GRADE APPEAL**

**POLICY
5.2.5**

This Policy shall apply to grade appeals unrelated to issues pertaining to the Code of Student conduct. The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student's registration will be backed out of the course, and a full refund will be issued.

- A. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade within five (5) business days after the posting of that final grade in Datatel/Web Advisor. The instructor will make a written determination and provide it to the student. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the instructor is no longer employed at the College, the student may proceed to step two.
- B. If the student is still dissatisfied with the instructor's determination, within five (5) business days thereafter, the student may meet with the Academic Dean responsible for the program of study under which the course is taught. The student must present the instructor's written determination. In cases where the student is unable to meet in person with the Dean, the student may contact the Dean by letter or email. The Dean will make a written determination and provide it to the student. If the Dean is unavailable, then the student may appeal to the Vice President for Instruction as noted below.
- C. If the student is dissatisfied with the Dean's determination, within five (5) business days thereafter, the student may meet with the Vice President of Instruction ("Vice President"). The student must present the Department Dean's written determination. In cases where the student is unable to meet in person with the Vice President, the student may contact the Vice President by letter or email. The Vice President shall make a written determination and provide it to the student. The decision of the Vice President is final.

Adopted: 5/24/18 BOT