

Grade Appeal Policy

POLICY: Grade Appeal			
POLICY NUMBER:	600.14	CUSTODIAN:	Academic Dean
APV'D DATE:	7/21/2020	REVIEW DATE:	July 2020
EFFECTIVE DATE:	7/21/2020		
REFERENCES:			

Part 1. Policy Background and Purpose

White Earth Tribal and Community College (WETCC) students have the right to know the criteria and assessment methods used for grading in each course, and to ask instructors for an explanation of any grade received. Students also have the right to appeal a final grade that they perceive to be unwarranted or is in violation of the prescribed course criteria.

Part 2. Definitions

Informal Appeal – a discussion with a faculty member to ask about the criteria which resulted in the grade

Formal Appeal – process to follow when the informal appeal did not resolve the matter

Part 3. Responsibility

Faculty has responsibility to assign all grades in all courses taught and provide constructive feedback in a timely manner.

Students have the responsibility to follow the prescribed process when appealing a grade.

Registrar is responsible for recording any grade changes issued by Academic Dean or President.

Academic Dean is responsible to review all formal grade appeals and communicate decisions to all prescribed parties.

President has responsibility to review and issue a final decision when Academic Dean's Grade Appeal decision is grieved.

Part 4. Policy

Students have the right to ask faculty for an explanation for any grade received and to appeal a final course grade, first informally, then formally.

All grade appeals must begin with an informal appeal to the Faculty who assigned the disputed grade, as Faculty retains the responsibility of assigning all course grades.

If the informal appeal does not resolve the matter, student may initiate a formal appeal, by submitting a *Grade Appeal Form* to the Academic Dean, who will review it and return his/her decision.

If the decision of the Academic Dean is disputed, the appeal will be forwarded to the President, whose decision will be final and binding.

Note: A grade assigned by an instructor will not be changed unless there is clear and convincing evidence that the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the course syllabus.

GRADE APPEAL PROCEDURE

Informal Appeal

1. The student must first pursue an informal appeal by discussing disagreements over grades received with the faculty who assigned the grade.

Formal Appeal

1. If the informal appeal does not resolve the matter, the student may file a formal grade appeal by submitting a *Grade Appeal Form* within 30 days of the term posting date to the Academic Dean.
2. The Academic Dean will discuss the issue with both the student and faculty member and attempt to resolve the issue.
3. The Academic Dean will issue a written decision to all relevant parties within ten (10) business days of the receipt of the Grade Appeal Form.
4. The student may appeal the Academic Dean's decision within ten (10) business days by writing to the President.
5. In the event of further appeal, the President will review all pertinent information, and issue a final decision in writing to all relevant parties within ten (10) business days of the receipt of the appeal letter.