Grade Appeal Policy

POLICY: Grade Appeal			
POLICY NUMBER:	600.14.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	11/16/2021		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	Oct. 2021
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.

The Registrar is responsible for recording grades and any grade changes issued by Faculty or the Academic Dean.

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

The President has responsibility to review and issue a final decision when a decision of the Academic Dean is appealed.

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.

Step 1: Informal Appeal

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

Step 2: Formal Appeal

If the informal appeal does not resolve the matter, the student may initiate a formal appeal within 30 days of the final grades being posted, by submitting a *Grade Appeal Form* to the Academic Dean.

The Academic Dean will discuss the issue with both the student and faculty member and attempt to resolve the issue. The Academic Dean will issue a written decision to all affected parties within ten (10) business days of the receipt of the Grade Appeal Form.

Step 3: Final Appeal

If the decision of the Academic Dean is disputed, the student may appeal to the President within ten (10) business days. The President will review all pertinent information and issue a final decision in writing to all affected parties within ten (10) business days of the receipt of the appeal. The decision of the President shall 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.