**Proposed**

**Final Course Grade Appeal Process**

**Section 1: Definitions**

For purposes of WAC XXX-XX-XXX through XXX-XX-XXX, the following definitions apply.

**Appropriate Dean or Manager:** the administrator responsible for the respective department offering the course which is under appeal.

**Arbitrary or Capricious Manner:** in a manner deemed to be inappropriately subjective or otherwise inconsistent with the learning assessment process stated on the syllabus.

**Documentation:** all materials relevant to the grade determination and to the grade appeal process. Examples include grade reports, graded work, syllabus, student/faculty correspondence, etc.

**Final Grade:** the grade received in the course and reported to the Registration/Records Office.

**Hearing Committee:** a group consisting of

1. Two students selected by the president of the Associated Student Body.
2. Two faculty members selected from four faculty elected each fall in Instructional Council to serve for the year.
3. One instructional administrator, appointed by the Executive Vice-President for Academic and Student Affairs.

**Written Appeal:** a document that includes

1. a clear statement of why the student believes his or her final grade was not properly awarded.
2. what the student has done to resolve the issue.
3. what remedy the student is seeking.

**Written Communication:** either electronic (TCC email) or traditional correspondence.

**Section 2: Informal Resolution (Level I)**

If a student feels his or her final course grade was awarded incorrectly, in error, or in an arbitrary or capricious manner, his or her actions should follow the guideline below to address the discrepancy. Every effort should be made to resolve the discrepancy at the first level.

STEP 1: The student must contact the instructor to discuss the student’s concerns.

 Timeline: Prior to the fifth instructional day of the next quarter, for a spring quarter grade this step may occur in either summer or fall quarters

* 1. Discuss reasons the student believes there is a discrepancy.
	2. Present other documentation that may have been overlooked in the determination of the final course grade.

***If the student believes his/her concern has not been adequately resolved in Step 1, he/she may proceed to step 2.***

**STEP 2**: The student should contact the program/department chair or designated faculty member to discuss the student’s concerns:

 Timeline: Prior to the tenth instructional day of the next quarter;

a. Include reasons thestudent believes there is a discrepancy;

b. Include documentation .

c. Include the results of the meeting with the faculty.

**STEP 3**: The chair or designated faculty will discuss the situation with the faculty member before giving the student his or her recommendation.

**STEP 4**: The chair or designated faculty member will inform the student of his or her recommendation;

 Timeline: Prior to the 15 instructional day of the next quarter;

1. The chair or designated faculty member’s recommendation is not binding;
2. The chair or designated faculty will inform the student of the Formal Appeal process if the chair’s recommendation is not satisfactory to the student.

**Section 3: Formal Appeal (Level II)**

If a student is not satisfied with the *Informal Resolution*, he or she may begin the *Formal Appeal***.**

**STEP 1**. The student will talk with the appropriate dean or manager and present:

 a. documentation and

 b. a written grade appeal.

 Time line*: prior to the 20th instructional day of the next quarter*

**STEP 2**. The dean or manager will investigate the grade appeal and provide written communication of the finding of facts and official determination to the faculty member and student.

 Time line*: within ten instructional days after receiving the written appeal.*

 The investigation will include:

* 1. Requesting the faculty member’s documentation.
	2. Reviewing the student’s written appeal and documentation.
	3. Discussion with the student and faculty member individually or together.

**Section 4: FINAL****Appeal (Level III**)

If either party is not satisfied with the *Level II Determination*, he or she may begin the final appeal process**.**

**STEP 1** The applicable party will present the Executive Vice President for Academic and Student Affairs with a written appeal of the decision at Level II and documentation .

Time line*: within five instructional days of receiving the Level II determination from the Dean or Manager.*

 **STEP 2** The Executive Vice President or his or her designee will investigate the appeal.

*Timeline: within ten days of receiving the appeal.*

1. The investigation will consist of a review of all the student and faculty member documentation and the findings of the Dean or Manager.

 **STEP 3 T**he Executive Vice President will *within ten instructional days*:

 a. make a final decision.

 i. The final decision will be conveyed in writing to the student, faculty member, and Dean.

ii. This decision is not subject to appeal.

Or

b.convene a hearing committee

*:*

1. The committee will hear testimony from the student and from the faculty member.
2. The committee will examine documentation.
3. The issue will be decided by majority vote in deliberations.
4. The decision will be communicated to the student and the faculty member within five instructional days of the hearing.
5. The decision is final and not subject to further appeal.