

**WALTERS STATE COMMUNITY COLLEGE
STUDENT GRADE APPEAL FORM**

A. NAME: _____ WS ID# _____
B. COURSE, SECTION, TITLE: _____
INSTRUCTOR: _____ SEMESTER _____ YEAR _____
PREFERRED FORM OF COMMUNICATION: e-mail at senators.ws.edu postal mail

Students may appeal a grade based on the following reasons:

1. *Errors in calculation:* The student appeals an error made in the mathematical calculations of graded material.
2. *Errors in course practices:* The student contends that there is gross disparity between the course syllabus and the manner in which the course was conducted in regards to the treatment of individual student.

Students must follow each step of the appeal process in order to move the appeal forward.

Failure of the student to appeal to the next level of the appeal procedure within the designated time frame will be considered as an acceptance of the previous decision.

A grade appeal may be withdrawn by the student at any level without prejudice.

Steps 1 and 2 below must be completed within 45 calendar days of the date grades are electronically released to students.

Step 1. Obtain the Grade Appeal Form, complete sections A and B above and provide a written description detailing how the criteria for the appeal have been met in your particular circumstance and attach this to the Grade Appeal Form (Please refer to the Grade Appeal Policy as stated in the WSCC Student Handbook)

Step 2. Contact the instructor to set up a meeting to present the Grade Appeal Form and written description. If the instructor is unavailable during the initial 45 calendar days contact the department head or dean. Should the instructor be permanently unavailable, the process will begin with the department head or dean.

Date of initial conference: _____

Signature: _____ Date: _____

- To be signed, dated, and submitted in the presence of the instructor.

Steps 3 through 14 must be completed within the time period identified in that step.

Step 3. Instructor Response: _____

Signature: _____ Date: _____

- The instructor must submit the response to the student within seven (7) calendar days of the student's signature from the initial conference. The instructor must retain a copy of the Grade Appeal Form as well as a copy of the student's written statement.

Step 4. If the appeal process continues the student must meet with the Department Head within seven (7) calendar days of the instructor's signature above and submit the original Grade Appeal Form as well as the original written statement (If there is no department head, skip to Step 6 of this process).

Step 5. Department Head Response: _____

Department Head Signature: _____ Date: _____

- The department head must notify all persons involved of the decision and submit the response to the student within seven (7) calendar days of the instructor's signature above.

Step 6. If the appeal process continues the student must meet with the Dean within seven (7) calendar days of the department head's signature above (or instructor's signature above if there is no department head) and submit the original Grade Appeal Form as well as the original written statement.

Step 7. Dean's Response: _____

Signature: _____ Date: _____

- The dean must notify all persons involved of the decision and submit the response to the student within seven (7) calendar days of the department head's signature or instructor's signature if there is no department head. The dean must retain a copy of the Grade Appeal Form as well as a copy of the student's written statement.

Step 8. If the appeal process continues the student must submit a written request to the division dean to submit the original Grade Appeal Form along with the original written statement to the vice president for Academic Affairs within seven (7) calendar days of the dean's signature above.

Step 9. It is the student's responsibility to schedule a meeting with the vice president for Academic Affairs within seven (7) calendar days of the dean's signature above.

Step 10. Vice President for Academic Affairs' response:

Signature _____ Date _____

The vice president for Academic Affairs must communicate with all persons involved and submit the response to the student within seven (7) calendar days of this meeting.

- The vice president for Academic Affairs will retain the original Grade Appeal Form as well as the original student's written statement and provide the student with a copy of both.

Step 11. If the appeal process continues the student must submit a written request to the vice president for Academic Affairs to submit the Grade Appeal Form along with the original written statement to the Academic Affairs Committee within seven (7) calendar days of the signature of the vice president for Academic Affairs above.

Step 12. The Academic Affairs Committee will hear the appeal from the student at the next regularly scheduled meeting. The instructor will also have the opportunity to attend this meeting. The Academic Affairs Committee will render a response at the conclusion of the meeting which will be communicated with all persons involved with this process. The meeting will consist of the student presenting his/her request to the committee and/or the instructor presenting his/her explanation of the situation. The student may not have anyone present with him/her nor to represent him/her during the meeting. If the student and/or instructor chooses not to appear before the committee, a written request will be considered.

Academic Affairs Committee's Response _____

Date _____

Step 13. If the appeal process continues the student must make a written request to the vice president for Academic Affairs to take the written appeal to the president within seven (7) calendar days of the decision of the Academic Affairs Committee.

Step 14. PRESIDENT: (Final Decision)

- The president will have seven (7) calendar days to render a decision which will be communicated with all persons involved with this process. The president's decision is final.

President's Response: _____

Signature: _____ Date: _____