

GRADE APPEAL

I. Procedure

- A. All student resolution processes regardless of the nature of the concern include the following rights:
- All students may have an advisor, of their choosing and at their own expense, accompany them during any part of the resolution process.
 - Western Dakota Technical College (WDTC) will make appropriate arrangements to ensure that persons requiring accommodations are provided those accommodations, as needed, to participate in the resolution process. Such arrangements may include, but are not limited to, providing interpreters for hearing impaired, providing recordings of material for visually impaired, or assuring a barrier-free location for the proceedings. The Director of Student Success is responsible for such arrangements.
 - WDTC will not retaliate against anyone who files a concern/complaint/grievance or cooperates in the investigation of a concern/complaint/grievance. Any action by a member of the WDTC community to penalize, intimidate, harass, or take adverse action against a person who reports or participates in the investigation of a concern/complaint/ grievance is prohibited. Retaliation may be found even when the underlying report does not constitute a concern/complaint/grievance.
- B. Should a situation arise in which a student believes they have not been treated fairly in the calculation of a particular course grade or individual grade within a course, the resolution process is as follows:
1. The student must attempt to meet/communicate with the respective instructor to review the reason for the grade within ten (10) calendar days after the grade has been posted. All reasonable efforts by both parties will be made to resolve the problem at this level.
 2. If the student is not satisfied with the disposition of the matter at Step 1, the student needs to meet with the Director of Student Success within fifteen (15) calendar days after the grade has been posted. The Director of Student Success will meet with both parties to determine a resolution.
 3. If the student is not satisfied with the resolution at Step 2, the student may file a written grade appeal to the VP for Teaching and Learning within five (5) calendar days of the receipt of the Director of Student Success's resolution.
 4. Within five (5) working days, the VP for Teaching and Learning will issue a response. The decision will be communicated in writing to all parties and is final.

Maximum time limits may be extended at the discretion of the VP for Teaching and Learning.

II. Definitions - None

Legal References: None