

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 Student Success Center supervisor 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. The following resolution process will be used 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. It should be noted that students hold a responsibility for complying with all WDTC policies and procedures and the requirements of individual courses as outlined on the course syllabus provided by each instructor. WDTC uses the preponderance of evidence standard, and maximum time limits may be extended at the discretion of the Vice President of Teaching and Learning.
1. WDTC faculty and staff strive to resolve complaints at the lowest possible level. The student must attempt to meet/communicate with the respective instructor to review the reason for the grade within 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. The student may contact a Student Success Coach to assist with meeting facilitation.
 2. If the student is not satisfied with the disposition of the matter at Step 1, the student must submit a formal grade appeal to the VP for Teaching and Learning (VP) within 14 calendar days after the grade has been posted. The student may contact the Student Success Center supervisor for assistance with the process.
 3. Within 7 calendar days of receiving the formal grade appeal, the VP will request a response from the appropriate faculty member. The faculty member should respond within 7 calendar days of the VP's request. Failure to respond will not stop the resolution process.
 4. The VP will review all submitted material, meet with the student, and conduct further investigation if deemed needed within 21 calendar days of receiving the formal grade appeal. Failure by the student to attend the scheduled meeting will not stop the resolution process.
 5. Within 28 calendar days of receiving the formal grade appeal, the VP will issue their decision. The decision will be communicated in writing to all parties and is final.

II. Definitions - None

Legal References: None

Board Approved 4/12/2023 (Effective as of 23-24 Academic Year); SSC supervisor title change 8/27/24; Committee Reviewed 2/19/2025