

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES GRADE APPEAL	Policy 6.02.03
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The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal.¹ If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

1. Student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to discuss the grade and try to informally resolve the matter.
2. If the student does not agree with the instructor's determination at the informal level, the student may appeal the grade to the appropriate Dean/Director. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the Dean/Director to make a determination. The Dean/Director will conduct any further investigation into the matter as necessary. The Dean/Director shall make a written determination and provide a copy of the decision to the student and instructor.
3. If the student does not agree with the Dean/Director's determination, the student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The appeal must be made within ten (10) business days after receipt of the Dean/Director's written determination. The appeal must be in writing. The Executive Vice President shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The Executive Vice President shall make a written determination and provide a copy of the decision to the student and instructor. The Executive Vice President's decision is final.

Cross Reference: 6.02.02 – Grading System;
6.03.07 – Dismissal from Health Science Programs

Adopted: October 2001

Revised: October 28, 2014

¹ In sequential classes that have a clinical component (i.e., health science and allied health classes) while the student will be allowed to take the academic coursework in the next sequential class pending the grade appeal, the student will not be allowed to participate in the clinical component until the appeal is over.