



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.10.07.02 (2020) FINAL COURSE GRADE APPEALS

Policy Title: Final Course Grade Appeals

Policy Type: Administrative

Policy Number: ADM Policy # 03.10.07.02 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy:

Approval Date: 03/31/2020

Responsible Office: Office of the Registrar

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

This policy provides a formal process for students to appeal final grades.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1-2
Contacts	2
Stakeholder(s) (For Administrative Policy).....	2
(Title: Policy Contents).....	2-3
Publication	3
Review Schedule.....	3
Related Documents	3
Forms	3

DEFINITIONS

Grade Report (GROS): Report contains the names of all students officially registered for a

course on the generated date. Once generated, grade sheet information will not change, though a student's grading or registration status may.

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

College Community: to include students, Office of the Registrar, Office of Financial Aid, and Office of Fiscal Affairs.

POLICY CONTENT

A student may appeal a final course grade if it can be demonstrated that the instructor did not adhere to stated procedures or grading standards, or if other compelling reasons exist to change the grade. A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor's professional judgment regarding the quality of the student's work. Any further appeals (after the initial appeal decision) must be made within ten (10) business days from the conclusion of each step. Recommendations at each level are generally made within four (4) weeks of receiving the appeal. The burden of proof rests with the student throughout the process.

The deadline to appeal a grade is the end of the semester following that in which the grade was assigned. If the instructor is absent from campus during the subsequent semester, students should promptly consult with the division dean about the grade in question. If the division dean is unable to contact the instructor, he or she will notify the Vice President for Academic Affairs in writing that an extension of the grade correction deadline, up to one year, has been granted.

Once faculty realize an error has been made in submitting a grade for a student, he/she must complete the Request for Correction of a Grade Form. He or she must attach documents to show (a) errors, in completing, recording, or transposing original grade, or (b) any other pertinent information regarding the request. The form must be signed by the instructor, the dean of the division and the Vice President of Academic Affairs.

The Dean is responsible for forwarding all copies of the report and documentation to the Registrar's Office. The Registrar's Office will change the grade in Colleague and notify the student of the grade change.

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community,

- including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
 - Post the policy on the College’s webpage and all other related webpages, in the student handbook, and in the College catalog; and
 - Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 03/31/2023
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.