

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title GRADE APPEALS	Number D-14.2
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. D-14.2 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

In this procedure, the term “final grade” is defined as any grade listed in D-14.1 of the Williamsburg Technical College Policy and Procedures manual.

- I. A student enrolled in a class at Williamsburg Technical College has the right to appeal a final grade on the basis of the student’s belief that an error in posting or computation has occurred. The student does not, however, have the right to appeal a final grade based on a disagreement with the faculty member’s judgment of the student’s academic performance in the course.

- II. Faculty members assign student final grades in each class at the end of each semester before or on the Final Grades Due Date published in the academic calendar for each term, and it is the faculty member’s responsibility to discern final grades based on the student’s academic performance in the course.

- III. The student questioning his or her final grade is the only individual who may request a review of the final grade(s). All appeals must be made and resolved within ten (10) instructional days from the class start date, as published in the college’s academic calendar, of the semester immediately following the final grade in question. After the ten-day period has passed, no other administrative remedy or option is available. The student desiring to appeal a final grade must follow the procedure in the order outlined below:
 1. The student must first contact the instructor who has assigned the final grade and discuss the matter with him/her. If the instructor cannot be reached or is unavailable, the student must contact the Office of Academic Affairs, who will contact the instructor and coordinate the meeting. The student should be prepared to present all supporting documentation including tests, papers, projects, etc. If the issue about the final grade is resolved in this discussion, the faculty member will initiate the grade change procedure as described in WTC Procedure D-15.1 if required.

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2. If an understanding between the student and faculty member is not reached, the student may then discuss the basis of the alleged error in computation of the assigned final grade in a meeting with the Vice President for Academic and Student Affairs.

Following this meeting, the Vice President for Academic and Student Affairs will speak with the faculty member in question and review the computation method used to discern the final grade. If the Vice President for Academic and Student Affairs determines that a mathematical or posting error did, in fact, occur, the faculty member will initiate the grade change procedure as described in WTC Procedure D-15.1. The Vice President for Academic and Student Affairs' decision is final, and he/she will notify the student either orally or in writing of the final decision within three work days following the meeting.