



PROCEDURE: 6.5.1p.L2
WGTC Academic Appeals Procedure

Adopted: December 10, 2021

Revised: October 18, 2022

Purpose

The Wiregrass Georgia Technical College (WGTC) Academic Appeals Procedure is to be used in conjunction with TCSG Procedure 6.5.1p Academic Standards, Evaluations, and Appeals. The purpose of this local procedure is to add additional academic actions included within the appeal and specific timelines established by WGTC.

Academic misconduct as defined in the Student Code of Conduct, such as cheating, or misconduct at a clinical site, must be addressed pursuant to a student under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

Procedure

A student may appeal a final grade or other academic decision such as course dismissals as stated in the course syllabi for reasons such as attendance or competency attainment.

1. Students must first discuss any academic action with the instructor. Students must file a written appeal with the instructor within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the appeal is for a final grade, the student should complete the appeal within the first two weeks of the semester following the term in which the grade is questioned. The instructor will determine whether a grade change is warranted within three business days.
2. If the consultation with the instructor does not resolve the appeal, a student may appeal to the Dean of Academic Affairs and/or designee by filing a written request for review via an online form. This request for review must be filed within twenty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. The Deans and/or director will report the results of the review to both the student and the instructor within five business days.

Note: The Dean's designee may be an Assistant Dean or a Program Director.

3. If the student is not satisfied with the decision of the Dean and/or designee, the student may appeal in writing to the Executive Vice President for Academic Affairs via an online form.

This request for review must be filed within thirty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. The reviewer will examine the facts and any applicable documentation to determine if the grade was determined fairly according to the course syllabus and will communicate the results of this review to both the student and the instructor. The decision of the Executive Vice President for Academic Affairs is final.

For most cases, students will remain in class during the appeal process. However, if the student has been dismissed for reasons such as clinical violations or student behavior, the Dean or designee will decide if the student remains in class on an individual basis.

Record Retention

Documentation relating to grade appeals, including documentation related to the resolution of the grade appeal, should be maintained for three years from the date the grade appeal is resolved.

Responsibility

The Executive Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

References

TCSG Procedure 6.5.1p Academic Standards, Evaluations, and Appeals TCSG
Policy 6.5.1 Academic Standards, Evaluations, and Appeals