AIKEN TECHNICAL COLLEGE
PROCEDURE

Policy
Title: GRADE REVIEW

Procedure
Number: 4-5-109.1

Institutional
Authority: Vice President of Education and Training

Associated
SBTCE Policy/Procedure:

Associated
ATC Policy: 4-5-109

Approved: [Signature]
President

[Signature]
Vice President of Education and Training

Date
Adopted: 02/22/2010

Date
Revised: 01/24/2011

DISCLAIMER

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 procedure establishes guidelines by which a student can dispute the process in which a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

The College acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grading policies published in their syllabi have not awarded grades in a capricious or discriminatory manner.

The steps are as follows:

A. Within five working days after the grade or grade change was awarded, the student must go to the faculty member to request a review of the assigned grade and to discuss the reasons that he/she feels that the grade should be changed. This review will include a review of the course syllabus, the points earned to determine the grade and the assignments, quizzes and tests taken during the course. The student must bring all relevant materials to the conference. The conference must take place within five instructional days of the subsequent semester. An attempt will be made to resolve the matter equitably and informally at this level.

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B. In the event that the meeting with the faculty does not resolve the student's complaint about the grading process or if the student is unable to meet with the faculty member, the student may meet with the Department Chair (supervisor) of the instructor. The meeting must take place within five working days of meeting with the instructor.

C. In the event that the meeting with the Department Chair does not resolve the student' complaint about the grading process, the student may request a meeting with the supervising Dean. The student must make an appointment and/or submit a written request within 5 working days after receiving the Department Chair's response. The Dean will review the written request for a grade review, talk with the student, discuss the situation with the faculty member and Department Chair, read the syllabus, review the grades earned during the course and determine whether or not the grades was correctly awarded. The Dean with notify the student and the faculty member of the decision in writing within 5 working days.

D. If the Dean determines that the grade was fairly awarded, the student may appeal the Deans' decision to the Vice President of Education and training within 5 working days of the Dean's decision. The Vice President of Education and Training will review all materials including the syllabus and grades. The Vice President of Education and Training will notify the student and Dean of their decision in writing within 5 working days.

E. The decision of the Vice President is final.

Faculty Grade Change Appeal:
If the Dean determines that the grading policies published in the syllabi have been violated in awarding the grade or if the grade was awarded in a capricious or discriminatory manner, the Dean will request in writing within 5 days that the faculty member re-evaluate the grade and submit a change of grade form. If the faculty member has left employment or is unable to be contacted, the Dean will meet with the Vice President of Education and Training for validation of the decision and submit a grade change form.

- The faculty member may appeal the Dean's request to the Vice President of Education and Training within 5 working days. The Vice President of Education and Training will meet with the faculty member and the Dean, review the syllabus and grades to determine whether or not the grade was based on the grading criteria as published in the syllabus or if the grade was awarded in a capricious or discriminatory manner. The Vice President will notify the student and faculty member of their decision in writing within 5 working days after the faculty member's appeal.

- The decision of the Vice President of Education and Training is final.