

Student Challenge/Appeal Procedure

Purpose

WCCS Student Challenge/Appeal Procedure is to ensure that WCCS students' problems and potential problems (except for discrepancies already addressed) are handled in a fair, equitable and orderly manner.

Procedures

Step One:

Informal Challenge:

When appropriate, the student must discuss the challenge with the appropriate faculty, staff, administration or other student within five (5) school calendar days after the incident. Most incidences can be resolved through this process. If the challenge is not resolved, a written challenge may be submitted by the student to the Department Chair/ Program Director.

Step Two:

Formal Challenge:

If the student is not satisfied with the results of the discussion with faculty, staff, administration or other student, a written challenge will be submitted by the student to the Department Chair/ Program Director. A statement regarding the nature and date of the challenge and any other relevant information; along with the names of all persons involved must be included in the written statement.

Step Three:

After receiving the written challenge, the Department Chair/ Program Director will respond to the challenge within five (5) school calendar days by scheduling an appointment with all persons cited. All persons cited shall be notified by the Department Chair /Program Director. Written documentation shall be made of this meeting with the Department Chair/Program Director. If the challenge directly involves the Department Chair /Program Director, the same procedure shall be followed.

Step Four:

The decision of the Department Chair/Program Director may be appealed to the Dean of Instruction for an academic challenge or the Dean of Students for a non-academic challenge; for final grade appeal procedure students must use the procedure listed on page 207 of the WCCS Student Handbook.

The chain of communication is the instructor, the program director/ department chair, dean of instructions or dean of students, and president. No grievance will be heard at a higher level unless the student has gone through the proper chain of communication, in writing and within the designated time frames.

Step Five:

If the student is not satisfied with the results, the college appeal process on page 197 of the WCCS Student Handbook should be followed.