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| Division: Academic Affairs | Reviewed: 5/2024, 2/2026 Revised: 2/2026 | |

5.1.26p GT **Grade Appeals – Procedure**

A student who elects to appeal an academic grade is required to adhere to the following process:

Step 1. The student first appeals his/her final grade to the course instructor. The appeal must be written and submitted no later than the 10th instructional day of the following semester. The instructor will provide a decision in writing within five instructional days. If the instructor does not respond within the designated time, the student must move on to Step 2 and notify the Office of Academic Affairs that he/she did not receive a response from the instructor.

Step 2. If the appeal is denied at Step 1, the student may appeal to the appropriate division dean. This appeal must be written and submitted within five instructional days after receipt of notification from Step 1. The division dean will provide a decision in writing within five instructional days. In complex cases, the dean will notify the student and the Office of Academic Affairs that additional time will be needed to respond.

Step 3. If the appeal is denied at Step 2, the student may appeal to the Vice President of Academic Affairs. This appeal must be submitted through the Gwinnett Technical College, Report-A-Concern link (located on the main GwinnettTech.edu webpage) within five instructional days after receipt of notification from Step 2. The student must submit any documentation that he/she wishes to be considered with a written statement indicating the student wishes to continue to Step 3 of the appeal. The Vice President of Academic Affairs will review the appeal and determine further steps to be taken. If deemed necessary, the Vice President of Academic Affairs will assemble a three-member appeal committee including one faculty member, one staff member from Student Affairs, and one division dean. When meeting with the committee, the student has the right to be assisted by an advisor of his/her choosing, at his/her own expense (if an expense is incurred by hiring an advisor). However, the student is responsible for presenting his/her own case; therefore, advisors are able to observe but not address the committee. A written decision will be provided to the student within ten instructional days.

The decision of the vice president of academic affairs or the appeal committee, if assembled, is final.

In complex cases, the Office of Academic Affairs may notify the student that an additional 10 instructional days will be needed to respond.

During the grade appeal process, unless otherwise advised by the Office of Academic Affairs, the student should continue to attend classes in which he/she is enrolled. Regardless of the appeal outcome, students are responsible for all tuition and fees incurred.

