

**WAC 132V-123-030 First level of formal appeal.** If a student is not satisfied with the informal resolution, he or she may begin the formal appeal.

(1) Step 1. The student must contact the appropriate dean or manager and present documentation and a written grade appeal. This contact shall occur prior to the 20th instructional day of the next quarter.

(2) Step 2. The dean or manager will investigate the grade appeal and provide written communication of the findings and decision to the faculty member and the student. The findings and decision shall be provided to the student within ten instructional days after receiving the written appeal. The investigation will include:

(a) Reviewing the faculty member's documentation;

(b) Reviewing the student's written appeal and documentation;

(c) Discussion with the student and faculty member individually or together.

[Statutory Authority: RCW 28B.50.140(13). WSR 13-06-008, § 132V-123-030, filed 2/22/13, effective 3/25/13.]