

**WAC 132V-123-010 Definitions.** For purposes of this chapter, the following definitions apply.

**Appropriate dean or manager** means the administrator responsible for the respective department offering the course which is under appeal.

**Arbitrary or capricious manner** means in a manner deemed to be inappropriately subjective or otherwise inconsistent with the learning assessment process stated on the syllabus.

**Documentation** means all materials relevant to the grade determination and to the grade appeal process. Examples include grade reports, graded work, syllabus, student/faculty correspondence, etc.

**Final grade** means the grade received in the course and reported to enrollment services.

**Hearing committee** means a group consisting of:

(a) Two students selected by the president of the associated student body.

(b) Two faculty members selected from four faculty elected each fall in instructional council to serve for the year.

(c) One instructional administrator, appointed by the executive vice president for academic and student affairs.

**Written appeal** means a document that includes:

(a) A clear statement of why the student believes his or her final grade was not properly awarded.

(b) What the student has done to resolve the issue.

(c) What remedy the student is seeking.

**Written communication** means either electronic (TCC email) or traditional correspondence.

[Statutory Authority: RCW 28B.50.140(13). WSR 13-06-008, § 132V-123-010, filed 2/22/13, effective 3/25/13.]