

## **Attendance Policy**

Students are expected to attend all classes, laboratories, and shop sessions. They have full responsibility for accounting to their instructors for absences. Instructors have authority to drop students who have missed 10% of the classes as well as the authority to determine whether students shall be reinstated. Instructors may exercise this authority by submitting a drop form to the registrar's office. Attendance for distance learning students is calculated according to required assignments and a specified level of contact as determined by the instructor.

## **Grade Appeal Procedures**

If a student is dissatisfied with the final grade in the course, he/she may appeal the grade no later than ten (10) business days after the end of the semester through the following steps.

Procedures for the handling of grade appeals are listed below.

- A. Student must first appeal the final grade in a course to his/her instructor.
- B. If the student is not satisfied with the outcome of the meeting with the instructor the student will meet and discuss his/her concern with the Division Chair of said department.
- C. If the student is not satisfied with the outcome of the meeting with the Division Chair, the student should meet and discuss his/her concern with the Dean of Instruction.
- D. If the student is not satisfied with the outcome of the meeting with the Dean of Instruction, the student may appeal his/her grade to the Dean of Student Services.

7. The Appeals Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:

- a. Allowing the student to appear and to be represented by counsel. The student or the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses.
- b. Allowing the instructor of BCCC whose academic action is being appealed, to appear and to be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses.
- c. Establishing the order in which the sides shall present their information and establishing time frames.
- d. Reporting, or selecting an Appeals Committee member to report the Appeals Committee's decision to the Dean of Student Services.
- e. Submitting a grade change report to the instructor with the Appeals Committee decision attached and following up within 5 business days to ensure the change of grade report is submitted by the instructor to the registrar for the grade change as per the Appeals Committee decision.
- f. Making a recording of the hearing, either tape or stenographic (other than the deliberations of the Appeals Committee which shall be in private). This recording will be accessible only to the members of the Appeals Committee participating in the hearing, the student appealing, and the President of the College.