

#### 4.110 GRADUATION APPEALS

##### POLICY:

The responsibility for transcript evaluation and degree granting rests with administration.

##### PROCEDURE:

Listed below are the steps to resolve concerns. See the person responsible for the “Initial Decision” first. If you have already received a decision from this person, you may appeal that decision to the person responsible for the “Final Decision”. Appeals for a final decision must be in writing. A personal meeting may be scheduled at either person’s option. “Final decisions” are final. There is no other level of internal appeal after a final decision has been rendered. “Consultation Resources” are resources for the initial and final decision makers as needed.

Subject of Appeal	Initial Decision	Final Decision	Consultation Resource
I wish to challenge how my course from another college was transferred in.	Credentials Evaluator	Registrar	Appropriate Dean
I wish to challenge what quarter/year plan the college used to evaluate credits towards my degree.	Credentials Evaluator	Registrar	Appropriate Dean
I wish to waive a course or substitute a course for one required by my professional technical (ATA) degree or certificate.	Dean of Instruction, Prof/Tech	Vice President, Instruction	Program Advisor
I wish to waive a course or substitute a course for one required by my transfer (AA, ALA, AS) degree. The substitution or waiver does not violate ICRC guidelines.	Credentials Evaluator	Registrar	ICRC Guidelines
I wish to waive a course or substitute a course for one required by my transfer (AA, ALA, AS) degree. The substitution or waiver violates ICRC guidelines.	Registrar	Vice President, Instruction	ICRC Guidelines
I wish to waive a course or substitute a course for one required by my general studies (AGS) degree.	Credentials Evaluator	Registrar	N/A
I wish to waive a course or substitute a course for one required to receive Centralia College’s High School Diploma.	Coordinator, High School Program	Associate Dean, Learning Resources	OSPI Requirements
I wish to appeal a decision about graduation with honors.	Registrar	Vice President, Instruction	N/A
I did the work to remove my “I” grade, but the teacher is no longer here. Who gives me my credit and files the grade change form?	Appropriate Dean	Vice President, Instruction	Program Advisor; Course syllabus
The course(s) I need for my degree or certificate is (are) no longer offered. Who decides what courses shall substitute?	Appropriate Dean	Vice President, Instruction	Program Advisor