



Grade Appeal Form

Submit this form to the Grade Appeal Committee Chairperson and the Vice President for Academic Affairs within thirty (30) academic calendar days of the next term (excluding summer and winter terms). Contact the Office of the Vice President for Academic Affairs at 507.457.5010, or academicaffairs@winona.edu, for the current chairperson name and contact information.

Student Last Name	Student First Name	Middle Initial	
Student Local Street Address	Warrior ID		
City	Student E-Mail Address		
State	Zip	Student Local Phone Number	
Course Name	Professor Name		
Course Subject and Number	Department Name		
Term	Year	Grade Received	Grade Requested
Student Signature	Date		

Reason for Appeal: Please give a detailed account as to nature of grade dispute including meeting(s) date(s) with professor to resolve the dispute. Attach any documentation such as a syllabus, graded papers, tests, quizzes, and midterm grades which support your appeal. List all grades received for the class.

Committee Action Taken	Date Committee Action Taken
------------------------	-----------------------------



Vice President for Academic Affairs | 211 Somsen Hall
(P) 507.457.5010 | (E) academicaffairs@winona.edu

Grade Appeal Process

1. Any student who wishes to appeal a grade must confer with the instructor within the first 10 (ten) academic calendar days of the next term (excluding summer and winter terms) in an attempt to resolve the dispute.
2. If the student and faculty member come to agreement, the process ends.
3. If the student and the faculty member do not come to agreement, the student may file a written grade appeal, using the Grade Appeal Form available online. The written appeal must be sent to the Grade Appeals Committee (GAC) chairperson within 30 academic calendar days of the next term (excluding summer and winter terms); a copy of the appeal must be sent to the Vice President for Academic Affairs.
4. Upon receiving a student's request for a grade appeal, the GAC chair will forward a copy of the Grade Appeal Form to the instructor and to the office of the Vice President for Academic Affairs/Chief Academic Officer (VPAA/CAO). The GAC chair will then appoint a Hearing Subcommittee from the membership of the GAC.
5. Upon receiving notice of a grade appeal, the instructor may:
 - Request an in-person meeting with the GAC Hearing Subcommittee to present documentation and rationale for the original grade
 - Submit written documentation and rationale to the GAC Hearing Subcommittee
 - Submit oral rationale to the GAC Hearing Subcommittee through telecommunication

The instructor is not obligated to respond to the GAC Hearing Subcommittee.

6. The Hearing Committee, a subcommittee of the GAC, will review the case as presented by the student and faculty member. The Hearing Subcommittee may request an additional meeting with the instructor and/or request additional documentation based on questions that arise. Both parties are entitled to assistance and advice from members of the academic community in presenting their case to the subcommittee.
7. The Hearing Subcommittee, after reviewing all relevant materials presented by the student and instructor, will present the GAC chair with one of the following recommendations (including rationale):
 - Make no change in the grade
 - Reevaluate the student's academic work
 - Change the grade
8. The GAC chair will convey the recommendation to the student. The GAC chair will convey the recommendation and rationale to the instructor and the VPAA/CAO. After this step has been taken, the GAC and its Hearing Subcommittee will have no further direct involvement in the process.

9. The instructor should provide a response to the student and the VPAA/CAO regarding the GAC Hearing Subcommittee's recommendation within five (5) academic calendar days. The instructor is not required to comply with the recommendation; however, the instructor should respond in one of the following ways:
 - No response: The instructor chooses to not respond within five (5) academic calendar days. The student and the VPAA/CAO shall interpret this as a decision to not change the grade.
 - Response without reevaluation: The instructor should indicate within five (5) academic calendar days whether the grade will be changed or not. The instructor is encouraged (but not required) to provide a rationale for the decision. This will be considered the instructor's final response. A copy of this final response should be sent to the VPAA/CAO.
 - Response with reevaluation: The instructor should notify the student and the VPAA/CAO of the intent to reevaluate within five (5) academic calendar days. The instructor will complete this reevaluation and send the student and the VPAA/CAO a final response within ten (10) academic calendar days of receiving the GAC chair's notification. The instructor should indicate whether the grade will be changed or not. The instructor is encouraged (but not required) to provide a rationale for the decision.
10. If the student wants to contest the instructor's final decision, they should submit a letter presenting their case to the VPAA/CAO within five (5) academic calendar days of receiving the instructor's final response, or if no response from the instructor, within ten (10) academic calendar days from the GAC chair's notification.
11. The VPAA/CAO may request additional information before resolving the matter. Within ten (10) academic calendar days of receiving the student's letter of contestation, the VPAA/CAO will inform the student, the instructor, and (if a grade change is involved) the Office of the Registrar of the appeal's final resolution and its rationale. The decision of the VPAA/CAO is final.
12. Neither the GAC nor the VPAA/CAO will review a second appeal for the same course and grade after a decision has been made by the VPAA/CAO or after the case is considered closed.
13. Expedited appeals may be considered on a case-by-case basis due to, but not limited by: scholarship deadlines, graduation, military responsibilities, or prerequisite consideration.
14. The GAC will communicate to Faculty Senate the aggregate data on the total number of appeals in a semester and committee recommendations.