

Winona State University



Number: 3-37

Title: Grade Appeal Policy

Responsible Officer: Chief Academic Officer
Responsible Office: Academic Affairs

PURPOSE: The purpose of Policy 3-37 is to provide a process for students to appeal grades and evaluations believed to be unjust or incorrect. If a student believes their academic work was evaluated unfairly, the student must confer with the instructor to resolve the dispute within the first ten (10) academic calendar days of the regular academic semester following the term in which the grade was earned. That is, for fall term grades the student shall contact the instructor within the first ten (10) academic calendar days of the following spring term. For spring or summer term grades, the student shall contact the instructor within the first ten (10) academic calendar days of the following fall term.

DEFINITIONS: "Academic calendar days" refers to days when the university is open for regular business and faculty members are on duty, excluding holidays. In general, five academic days refers to one regular calendar week, ten days refers to two weeks, etc.

For the purposes of this policy and the grade appeal process, the "course instructor" shall normally be the faculty member who determined the final grade in the course. If that instructor is no longer employed by the university, or if that instructor is otherwise unavailable (including but not limited to sabbatical leaves, medical leaves, or remote teaching assignments), the student should contact the current department chair. The department chair or their designee shall serve the role of "instructor" for the purposes of this policy.

PROCEDURE:

See Procedure: (Refer to Procedure #3-37-A) Procedure is a separate document.

Related WSU Documents:

- WSU Academic Integrity Policy

Related Minnesota State Documents:

- Policy 3.1 Student Rights and Responsibilities

- Policy 3.8 Student Complaints and Grievances. Procedure 3.8.1 Student Complaints and Grievances
- Guideline 7.6.2.1 Satisfactory Academic Progress Exception

SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the approval officer (listed below) before it is considered approved.

Approved:



President

2-27-17

Date

Policy History:

Date of Adoption: March 1, 2017

Date of Implementation: March 1, 2017

Date & Subject of Revisions: