



*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](mailto:academicaffairs@winona.edu), for the name and contact information of the current chairperson.

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

Reason for Appeal: Please give a detailed account as to the nature of the grade dispute including the date(s) of meeting(s) with the 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
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## **GRADE APPEAL POLICY**

Winona State University affirms that student evaluation in courses is a faculty responsibility. Nevertheless, disputes will occur that need resolution. If students feel they have been unfairly evaluated by a faculty member for their academic performance, the following process will apply.

Step 1: A student considering a grade appeal will within the first ten (10) academic calendar days of the next term (excluding summer terms), confer with the instructor in an attempt to resolve the dispute. Mutual agreement between the student and the faculty member will end the process.

Step 2: Should Step 1 fail to resolve the dispute, the student may file a written grade appeal using a Grade Appeal Form available online. The written appeal will be forwarded to the Grade Appeal Committee chairperson within 30 academic calendar days of the term specified in Step 1 with a copy of the appeal sent to the Vice President for Academic Affairs. A Hearing Committee that is a subcommittee of the Grade Appeal Committee will review the case presented by the student and instructor. Both parties are entitled to assistance and advice from members of the academic community in presenting their case to the subcommittee. The Hearing Committee has the right to recommend to the course instructor that (1) the grade not be changed, (2) the student is entitled to a re-evaluation by the course instructor, or (3) the grade be changed. The finding of the subcommittee is final and will be conveyed to the instructor, student, Vice President for Academic Affairs, and Chairperson of the Grade Appeal Committee. Within seven (7) academic calendar days the course instructor will inform the student, Grade Appeal Committee Chairperson and Vice President for Academic Affairs of the action taken regarding the recommendation of the Hearing Committee. The course instructor is not obligated to abide by the recommendation of the Hearing Committee.

## **GRADE APPEAL COMMITTEE**

The Grade Appeal Committee will be composed of faculty volunteers solicited by the Committee on Committees from the faculty at large. A chairperson of the Grade Appeal Committee will be selected from among its membership. The chairperson of the committee will receive appeals from students, record relevant procedural dates, and advise involved parties as to the procedures of the committee. For any given Step 2 appeal, a subcommittee of three (3) members will be selected to serve as a Hearing Committee by the parties in dispute from the membership of the Grade Appeal Committee. The subcommittee will report to the committee the resolution of the dispute.