

ACADEMIC APPEALS REQUEST FORM

(SEE INFORMATION SHEET ON BACK)

Before completing this form – please have your instructor, the Registrar, or the Academic Dean sign below indicating you were unable to resolve the issue informally.

	<u>Name</u>	<u>Date</u>
1. Met with faculty member or Registrar to clarify issues	_____	_____
2. If not resolved, met with academic dean	_____	_____

Please note: Appeals must be made no later than 6 weeks after the end of term with the disputed grade OR 6 weeks after decision on Credit for Prior Learning (course transfer) or Graduation Requirement Satisfaction.

Student Last Name: _____ First Name: _____

Student ID#: _____ Campus Location: _____

E-mail Address: _____ Program: _____

Address: _____

Home Phone: _____ Cell/Other Phone: _____

DETAILS OF THE REQUEST FOR ACADEMIC APPEAL

• Course Name, Number, and Final Grade: _____

• Credit for Prior Learning Decision being appealed: _____

• Satisfaction of Graduation Requirements: _____

Please describe your reasons for the appeal and attach any documentation that is relevant to your appeal. *Attach an additional sheet if necessary.*



INFORMATION SHEET FOR ACADEMIC APPEALS (FOR BACK OF ACADEMIC APPEALS REQUEST FORM)

You are responsible for submitting all relevant information to support your academic appeal.

Informal Review

1. Before any formal grade appeal is filed, you must meet with the faculty member to clarify and to attempt to resolve the disputed grade. If credit for prior learning or graduation requirements are at issue, you should contact the registrar to discuss the situation.
2. In the event that a final grade issue cannot be resolved with the faculty member, you must contact and meet with the faculty member's academic dean to attempt to resolve the situation. If credit for prior learning or satisfaction of graduation is the issue, move directly to Formal Review.

Formal Review

If the issue is still not resolved, you may file a formal appeal:

1. You must submit a formal, written appeal utilizing the WITC Academic Appeals Request Form with any appropriate supporting documentation to the college Registrar.
2. E-mail, fax, or mail your appeal form to the college Registrar at shane.evanson@witc.edu, fax to 715-468-2819, or mail to WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871.
3. An Academic Appeals Committee will then review the appeal to determine if it merits further consideration. The Academic Appeals Committee is appointed by the Vice President, Academic Affairs. The membership should include one college-wide director from Academic Affairs, one Student Affairs representative, one academic dean, two faculty, and the Registrar who chairs the committee. Committee members will be selected to provide objectivity and/or relevant knowledge or experience.
 - a. If the appeal has no merit, all persons involved in the appeal will be notified within two weeks of receipt of written appeal. The appeal will be dropped at this stage. The decision will be final.
 - b. If the appeal has merit, the committee will:
 - 1) Act on the appeal within 30 days of the decision to investigate the appeal. The committee will schedule a hearing at your campus for you to attend part of the review. The date scheduled will be communicated to all involved parties.
 - 2) The committee will deliberate and make the final decision on the matter. All discussions will be kept confidential by group members.
 - 3) Within five (5) business days of the committee's action, you will receive a letter from the Registrar outlining the final decision.