

Grade Appeal Procedure

Student Academic Appeals

Students attending Wisconsin Indianhead Technical College may appeal a variety of decisions made by the institution that directly impact their academic standing or progress, such as:

- Final grades in courses
- Credit for prior learning (includes transfer credit, challenge exams, work/life experiences)
- Satisfaction of graduation requirements

The relationship between a student and faculty member in the classroom is the most important relationship within the college structure. The student and the faculty member are expected to first attempt to resolve the issue on an informal basis.

Student Rights

- The right to appeal institutional decisions that affect their academic standing or progress.
- The right to present information relevant to the appeal.
- The right to appear with an advisor. Since this appeal process is not a judicial process, no legal representation is part of the process. The appeal process is an educational process. The student's advisor must be chosen from the college community. This advisor may be a counselor, faculty member, dean, or other staff member. The advisor may attend informal and formal appeal proceedings to counsel the student and suggest questions.

Time Frame:

- If no satisfactory resolution is achieved informally, the student must complete the Academic Appeal Request Form no later than 6 weeks after the end of the term when the grade was posted.
- For issues related to credit for prior learning and satisfaction of graduation requirements, decisions must be appealed no later than 6 weeks after the action was communicated to the student.

Step 1 For Grade Appeals

The student must meet with his/her faculty member to attempt to resolve the disputed final grade informally.

OR

Step 1 For Credit for Prior Learning and Satisfaction of Graduation Requirements

The student must meet with the academic dean of the program if satisfaction of graduation requirements or credit for prior learning is disputed. If general studies course transfer is involved, the student must meet with the academic dean supervising general studies faculty. Students may ask the dean of students or a college counselor to join the meeting to have a third party involved in this informal method to resolved issues. If no resolution go directly to Step 3.

Step 2

In the event that the academic issue or dispute cannot be resolved, the student must meet with the academic dean responsible for the course to attempt to resolve the issue. The student may include the dean of students or a college counselor (as a third party) in this informal approach to grade resolution.

Procedure for Making Formal Academic Appeals

This procedure is to be followed when making a formal academic appeal and should be used only if you have been unable to resolve the problem informally. If you have not yet discussed the matter with your class faculty member and the academic dean, do this first.

Step 3

Should informal efforts of resolution fail, either party shall submit his/her completed Academic Appeal Request Form, along with any appropriate documentation, to the college registrar. The WITC Academic Appeals Form is found on the student portal in a downloadable format or in hard copy from the Student Services office.

Step 4

An Appeals Subgroup of the College Academic Planning and Curriculum Workgroup will consider the written academic appeal within two weeks of receipt and may:

- a. Inform all parties that the appeal should be dropped.
- b. Determine that the appeal should be formally reviewed by the Subgroup and determine a date within the next 30 days to meet to complete the task. The student will be invited to attend this review to present his/her appeal to the group. This review will take place on the student's campus.

Step 5

Formal review by the Appeals Subgroup consisting of two non-involved faculty members, one academic dean, one collegewide director from Academic Affairs department, and chaired by the college registrar.

Step 6

Decision of the Subgroup will be sent to all involved parties within 5 days of conclusion of the formal review. This decision is final.