

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Student Appeals Process (number AP1009)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Created: **9/26/10**

## **I. Background and Purpose**

\*Starting in 2011, a large number of UWS academic policies were looked at and revised or newly approved. A numbering system was created to indicate what year the policy was revised. In keeping with that practice, pre-existing policies that were not changed are being brought into the same format. Because they have been previously approved, a generic date of 9/26/10 is used as the date and policies will be assigned numbers starting with AP1001. Approvals are not necessary as they were approved prior to the date indicated above.

## **II. No constraints**

## **III. Definitions**

### **Student Appeal Process**

1. Student must present rationale for changing the grade to the instructor. This consultation must occur no later than the fourth week of the following semester.
  - o Fall Semester grade appeals must be submitted by the fourth week of Spring Semester
  - o Spring Semester grade appeals must be submitted by the fourth week of the following Fall Semester
  - o Summer College grade appeals must be submitted by the fourth week of the following Fall Semester
2. If the results are not satisfactory and the student wishes to continue the appeal process, the student shall make an appointment to speak with the department chair explaining the grade concern.
3. The department chair can offer to facilitate a meeting between the student and the instructor.
4. If the results are not satisfactory and the student wishes to continue the appeal process, the student has the right to contact the provost and submit a written request for review of the contested grade.
5. The provost can appoint an individual or group to review the student's grade concern and report back to the provost.
6. The provost, after hearing the results of the report in listed above, can suggest an instructor change a grade or that no action be taken to change a grade. The provost, as chief academic officer, has the final determination in establishing cause.

The instructor is the only person who can change a grade (unless the instructor is no longer on campus and/or available to make a grade change-at which point the department chair may change the grade.) If there is cause to request a grade change and the instructor declines to make the change, the provost has the right to submit a written description of the complaint to be inserted into the instructor's personnel file. Likewise, the instructor can submit a letter of explanation regarding the grade. If the provost determines that there is no cause to request a change in grade, the matter is closed with no record in the instructor's personnel file.

7. The provost will convey the findings and actions to the student, the instructor, and the department chair.

## **IV. Policy Statements**

## **IV. Policy Procedures**

## **V. VI. Compliance**

- 6.1 Approved by
- 6.2 No consequences.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

## **VII. Attachments**

- 7.1 No attachments