

DIGIPEN INSTITUTE OF TECHNOLOGY

Student Grade Appeal Checklist, Guidelines, and Form

Table of Contents

Grade Appeals Checklist.....	2
Grade Appeal Process.....	3
Purpose of Grade Appeal	3
Appeal Expectations and Conditions.....	3
Beginning the Process: Meet With Your Instructor.....	3
Filing a Grade Appeal	3
Student Grade Appeal Form	4

Please read all information provided in this packet before submitting your appeal. The student is responsible for becoming familiar with the guidelines, deadlines, and information required in the Student Grade Appeals Process. If you have questions or require assistance regarding this process, please contact the Academic Administration Office at academic.affairs@digipen.edu.

Grade Appeals Checklist

BEFORE FILING:

- Gather supportive documentation.
- Communicate with the instructor and explain the basis for your claim (keep all documentation that shows you attempted to contact your instructor). Acceptable communication methods include meeting in person, emailing, providing a narrative, written feedback, etc.
- If granted:** The Instructor will be responsible for updating the grade accordingly.
No further action is required.
- If denied:** Continue the checklist.

TO OFFICIALLY FILE:

- Complete the Student Grade Appeal Form.
- Make copies of all documentation for your records.
- Submit the completed form and supporting documentation to the Academic Administration Office (email to ***academic.affairs@digipen.edu***) within 2 days of the Final Grades Due date.
- Be sure to put current contact information where you can be reached on the Student Grade Appeal Form.
- Check your email for updates.

Grade Appeal Process

PURPOSE OF GRADE APPEAL

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect each student against errors or inconsistencies in the student's academic evaluation.

APPEAL EXPECTATIONS AND CONDITIONS

Course grades assigned by instructors are presumed to be correct. The student is responsible for knowing and initiating the grade appeal procedure. It is the right and responsibility of the student who appeals a grade to demonstrate how the student believes it to be incorrect. The claim of appeal may be based on one (or more) of the following:

- 1. Error:** The grade was tabulated incorrectly (i.e., calculation error)
- 2. Grading Inconsistency:** The grading scheme used contradicts the grading parameters outlined in the course syllabus.
- 3. Other:** The grade appeal claim is based on other reasons than those outlined above. A student who chooses this basis of claim must write a further explanation of the student's reasons. These reasons must be best addressed through the Grade Appeals Process.

BEGINNING THE PROCESS: MEET WITH YOUR INSTRUCTOR

The student must first review the grade with the instructor of the course in question. It is the responsibility of the student to demonstrate how the grade is inaccurate and provide a suggestion for resolution. If an agreement cannot be obtained, the student may then file a formal appeal.

FILING A GRADE APPEAL

1. Students must submit their grade appeal within two business days from the final grade posting deadline (typically the Tuesday after finals week). Failure to check grades until a later date is not an acceptable reason to delay the grade appeal process or to receive an extension of the submission deadline.
2. Appeals must be submitted to ***academic.affairs@digipen.edu***. Appeals will be reviewed by the Dean of Faculty (or designee).
3. To be considered for an appeal the student must explain, in writing, any procedural error or omission that impacted their academic performance during the course such as substantiated bias or material deviation from established procedures.
4. The student's appeal will be reviewed by the Dean of Faculty (or designee) and a decision and response will be sent to the student's DigiPen email account within three business days of the date the appeal was received.
5. If the appeal is granted, the student's course grade will be updated. If the appeal is denied, the student's course grade will remain unchanged. The decision may also be remanded to the course instructor with additional direction.

Student Grade Appeal Form



Fill out this form to appeal a grade after meeting with the instructor. Submit this Grade Appeal Checklist and Form, along with supplemental materials listed below, via email to academic.affairs@digipen.edu. This form is **invalid** if not completed **in full**. Retain a copy of the completed appeal form and all supporting documents for future reference.

Date: _____ Student Name: _____ Student ID: _____

Email: _____ Primary Phone: _____ Permanent Phone: _____

Current Major: _____

CURRENT LOCAL ADDRESS

Address: _____ Apartment # _____

City: _____ State: _____ Zip _____

PERMANENT ADDRESS

Address: _____ Apartment # _____

City: _____ State: _____ Zip _____

COURSE INFORMATION

Course Code: _____ Course Name: _____ Course Section: _____

Name of Instructor: _____ Semester Taken: _____

Grade Given by Instructor: _____ Grade Sought by Student: _____

TYPE OF CLAIM

This appeal is based on a claim of (check all that apply):

- Error Grading Inconsistency Other (please explain)

OUTCOME OF MEETING WITH INSTRUCTOR

I acknowledge that I have attempted to contact or meet with my instructor to resolve my grade dispute before filing this appeal. The result of this meeting or contact was as follows (check one):

My instructor and I met or made contact, but we were unable to resolve the grade dispute. Date(s) of discussion:

My instructor never responded to my attempts or requests to meet. Date/time(s) of your attempts or requests to meet:

My instructor is not teaching in the following semester.

Other (please explain):

SUPPLEMENTAL MATERIALS

On a separate sheet of paper, please provide the following information:

1. A summary of the communication you have had with your instructor on this grade appeal. Include supportive documentation (i.e., emails).
2. A statement of reasons justifying the claim that your grade was improperly assigned. Be specific and provide supportive evidence such as course syllabi, class notes, or any other materials that support your argument.
3. A statement of the solution that you are requesting as a result of this grade appeal. Suggested solutions should fall within reason.

Finally, add any relevant information and/or documentation that supports your appeal (course papers, syllabi, class notes, or any other material that supports your justification).

Student Signature: _____ Date: _____

APPEAL OF: _____
Last Name First Name M.I.

SECTION TO BE COMPLETED BY DEAN OF FACULTY

Receipt of the appeal is acknowledged, and the following action has been taken:

Dean of Faculty Name: _____

Dean of Faculty Signature: _____ **Date:** _____