

# Student Grade Appeal Checklist, Guidelines, and Form

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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](mailto: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 (Drop box or by email to ***academic.affairs@digipen.edu***.)
- Be sure to put current contact information where you can be reached on the Student Grade Appeal Form.
- Check your email and mail for updates.
- Respond to emails regarding your choice to accept or reject the decision and your options regarding further appeal. Please note that your response must be made in three (3) business days. If no response is received, it is assumed you have accepted the decision.

# 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 Formal Appeal

A grade appeal only applies to the final course grade. If a student wishes to pursue a formal grade appeal, the student must file a Student Grade Appeal Form and appropriate supportive documentation (i.e. course syllabi, email correspondence, assignments, test results, etc.) to the Academic Administration Office no later than two weeks after final grades are issued. If a student does not submit the completed form in a timely fashion, DigiPen is not required to process the appeal.

The Department Chair will review the appeal, meet with the instructor and student as necessary, and make a decision. The Department Chair will issue a written response to the student with a copy sent to the instructor within seven (7) days after the beginning of the following semester. If the student is dissatisfied with the resolution, the student may appeal to the next academic level for review. If the student chooses to do so, the student must notify the Academic Administration Office no later than three (3) days after the Department Chair has issued the decision.

Just as in the first review, the Dean of Faculty will review the appeal, meet with the instructor, student, and Department Chair as necessary, and make a decision. The Dean of Faculty will issue a written response to the student with a copy sent to the instructor within seven (7) days after the student issues the request to pursue further appeal.

## Deadline for Summer Courses

For summer courses only, the student must file a Student Grade Appeal Form and appropriate supportive documentation to the Academic Administration Office no later than the first day of the next enrolled semester.

# Student Grade Appeal Form

Fill out this form to appeal a grade after meeting with the instructor. Submit completed form to the Academic Administration Office or via email to [academic.affairs@digipen.edu](mailto: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:  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

- By checking this box 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.
  - My instructor never responded to my attempts or requests to meet with him or her.
  - 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 DEPARTMENT CHAIR

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

Department Chair Name:  Date:

Department Chair Signature:  Date:

Student - Please select one:  I accept the above action.  I reject the above action.

Student Signature:  Date:

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:  Date:

Dean of Faculty Signature:  Date: