

DigiPen Institute of Technology

Grade Appeal Process

Purpose

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

Appeal Expectations & 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 he or she 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 syllabi
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 his or her reasons. These reasons must be best addressed through the Grade Appeals Process.

Beginning the Process – Meet with your Instructor

A student must **first** review his or her 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 no an agreement cannot be obtained, a 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, he or she 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 to the instructor **within 7 days after the beginning of the following semester.** If the student is dissatisfied with the resolution, he or she may appeal to the next academic level for review. If the student chooses to do so, he or she must notify the Academic Administration Office no later than 3 days after the Department Chair has issued his or her decision.

*****THIS IS THE FINAL STAGE OF REVIEW IN THE GRADE
APPEALS PROCESS*****

Just as in the first review, the Dean will review the appeal, meet with the instructor, Department Chair and student as necessary and make a decision. The Dean will issue a written response to the student, with a copy to the instructor **within 7 days after the student issues his or her request to pursue further appeal.**