

# GRADE APPEALING PROCESS

After participation in the mandatory review session, students may request the grade appeal against the decision of the professor or assessment board to the Program Management and Program Director via the [Virtual Help Desk](#) (Academic Requests > Student Inquires), students may submit a written appeal along with their request, using the Grade Appeal Form. The Program Director will decide if there is sufficient ground for appeal and, if so, will request a 2nd marking process. Otherwise, the student and professor will be informed via email.

On the case of a 2nd marking process, the 2nd marker will recommend or not recommend a grade revision. In the case of a grade revision is recommended, it will be conducted by the Program Director. In the case it is not recommended, the appeal will be denied.

The Appeals Board will rule on appeals and inform the student and the Program Director about the decision thereafter. The Appeals Board's decision is final in the appeals procedure.

You can see the process step by step [here](#).

Additionally, you can download the Grade Appeal Form [here](#).

Please note that:

- Students only have one chance of appealing for a final grade review.
- The final grade appeal will only involve the written parts of an exam.
- Participation grades will not be subject of the grade appeal process and lay on the discretion of each professor

