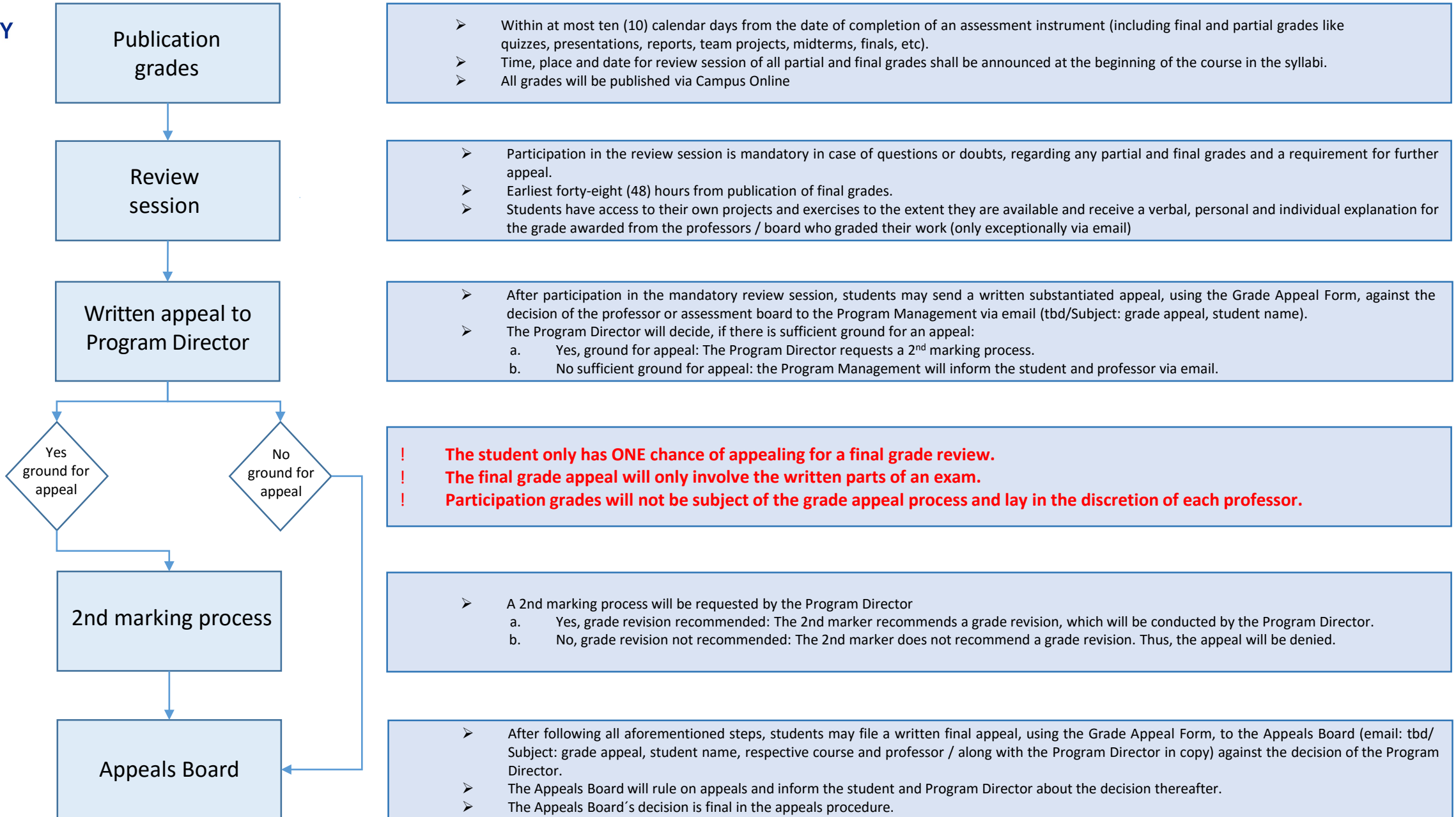


## Grade Appeal Process



- Within at most ten (10) calendar days from the date of completion of an assessment instrument (including final and partial grades like quizzes, presentations, reports, team projects, midterms, finals, etc).
- Time, place and date for review session of all partial and final grades shall be announced at the beginning of the course in the syllabi.
- All grades will be published via Campus Online

- Participation in the review session is mandatory in case of questions or doubts, regarding any partial and final grades and a requirement for further appeal.
- Earliest forty-eight (48) hours from publication of final grades.
- Students have access to their own projects and exercises to the extent they are available and receive a verbal, personal and individual explanation for the grade awarded from the professors / board who graded their work (only exceptionally via email)

- After participation in the mandatory review session, students may send a written substantiated appeal, using the Grade Appeal Form, against the decision of the professor or assessment board to the Program Management via email (tbd/Subject: grade appeal, student name).
- The Program Director will decide, if there is sufficient ground for an appeal:
  - a. Yes, ground for appeal: The Program Director requests a 2<sup>nd</sup> marking process.
  - b. No sufficient ground for appeal: the Program Management will inform the student and professor via email.

! The student only has 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 in the discretion of each professor.

- A 2<sup>nd</sup> marking process will be requested by the Program Director
  - a. Yes, grade revision recommended: The 2<sup>nd</sup> marker recommends a grade revision, which will be conducted by the Program Director.
  - b. No, grade revision not recommended: The 2<sup>nd</sup> marker does not recommend a grade revision. Thus, the appeal will be denied.

- After following all aforementioned steps, students may file a written final appeal, using the Grade Appeal Form, to the Appeals Board (email: tbd/ Subject: grade appeal, student name, respective course and professor / along with the Program Director in copy) against the decision of the Program Director.
- The Appeals Board will rule on appeals and inform the student and Program Director about the decision thereafter.
- The Appeals Board's decision is final in the appeals procedure.