



Student Grade Appeal Procedure

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Records of changes

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1. Purpose

This guideline establishes a transparent and equitable process for students to address concerns about their grades. It clarifies the procedures, timelines, and responsibilities involved in grade appeals, ensuring academic integrity and fairness while safeguarding students' rights to contest and correct their grades promptly.

2. Scope and Principles

Grade appeals are limited to final course grades. Instructors (including faculty and teaching assistants) have the exclusive right to assign grades based on their professional judgment, and they strive for accuracy, fairness, and transparency throughout the grading process. Students have the right to appeal grades which they believe were affected by clerical errors or were awarded in a biased or arbitrary way. It is the student's responsibility to initiate the appeal process, and they must provide proof to support their claim. Students should begin the grade appeal process directly with the instructor as soon as possible after grades are released before escalating to higher authorities.

3. Procedural Principles

3.1. Grade appeal procedure

Steps	Individual/ Department in charge	Tasks	Timeline	Note
1 – Initial Review	Student / Instructor	<ul style="list-style-type: none">- First consult directly with the instructor to discuss the grade and understand the basis for the grading decision.- If the result does not produce a satisfactory resolution of the student request, or if the student feels the grading was prejudiced, arbitrary, or capricious, the student may appeal in writing in step #2 below.	As soon as possible after the grade is released	<p>Requests to the instructor should be made by email, not informal channels like verbal, Teams messages, etc.</p> <p>The instructor updates the grade on Canvas, if there are any changes, before submitting the formal gradebook to the Registrar.</p>
2 – Formal Appeal	Student / Registrar	<ul style="list-style-type: none">- Submits a formal written appeal (Grade Appeal Form Here) detailing the reasons for disputing the grade and any efforts made to resolve the issue. Include all relevant supporting documentation.- Send the completed form and documentation to both	Within five (05) working days after the official grade posting on Canvas	The Registrar will forward the student's appeal to the College for review.

		the instructor and the Office of the University Registrar either via email.		
3- College Review	Program Director / Designated Committee of the College	- Review the student's appeal, consult with the instructor, and possibly convene a meeting including the student, instructor, and Registrar to discuss the appeal further.	Within five (05) working days from receipt of the appeal from the Registrar.	If an in-depth investigation is required or if there are a significant number of requests for a single program to manage, the timeline may be extended, but it must not exceed the gradebook submission deadline.
4- Decision	Program Director / Designated Committee	- Decide on the appeal—either uphold, amend, or reject the grade based on the appeal's merits. If the appeal is rejected, provide a detailed explanation. - If the student is dissatisfied with the outcome, they may escalate the appeal to the University Appeals Committee (refer to Step 5)	Two (02) working days to decide and communicate the decision	- Make the final decision, sign the form, and forward it to the Registrar's Office. - REG sends an email to inform the decision to the instructor and the student. - The instructor revises the grades for students on Canvas if there is any change.
5- Further Appeal	University Appeals Committee	- Review the appeal in its entirety, including all documentation and prior decisions.	A final decision must be made within three (03) weeks after final grades have been posted on Canvas	- Members of the University Appeal Committee may come from the Educational Affairs Committee - The decision made by the university-wide committee is typically final and binding.
6-Record Keeping	The Office of Registrar	- Update the Student Information System with any grade changes and archive all appeal documents according to university regulations.	One (01) working day after receiving the signed form	Maintain strict confidentiality throughout the process, ensuring that all appeal-related documents are securely stored and only accessible to authorized personnel.