

# Policy for Appeal of Artifact Grading (SCIS)

Purpose: To establish the default policy for appeals of assignment grades.

## *Guidelines*

1. Grading of any artifact, such as homeworks, programming assignments, quizzes, and exams are the ultimate responsibility of the primary instructor of record. Though some grading may be delegated to teaching assistants, any disputes are to be handled by the instructor of record.
2. A student who disagrees with the assessment of an artifact may file a written appeal to the instructor within 24 hours of receiving the graded assignment. The instructor may specify a longer appeal time limit for filing of appeals in their syllabus. An appeal sent entirely through FIU email will be considered "written." If grades are posted on a learning management system such as moodle or Blackboard, the appeal time period starts with the subsequent class meeting, or in the event of a final project/exam, with the posting and announcement of availability of the final course grade. Instructors need not consider any appeals filed after the end of the appeal time period.
3. The appeal must include specific details documenting where the perceived inaccurate grading occurred.
4. The instructor should regrade the assignment and should address the claim of inaccurate grading. The instructor may do regrades "in whole," meaning that in the event that the regrading discloses other parts of the assignment that merited more deductions than the original grading, the regrading of the assignment could lower the grade. If the instructor policy is to regrade "in whole," this should be specified in the syllabus<sup>1</sup>, and students should be reminded of this policy prior to the initiation of a regrade.
5. The instructor's discretion on the grading of an individual assessment is final. Appeals to the Director or his/her designee will not be considered beyond checking that the total score reflects the individual deductions.

---

<sup>1</sup> See the following examples:

<http://courses.cs.washington.edu/courses/cse142/15wi/regrade.shtml>

<https://www.cs.cornell.edu/courses/CS1110/2012fa/about/grading.php>

<https://courses.engr.illinois.edu/cs498374/grading.html>

<https://inst.eecs.berkeley.edu/~cs168/fa14/grading.html>

[http://www.cs.virginia.edu/~cs333/cs333\\_regrade\\_policy.htm](http://www.cs.virginia.edu/~cs333/cs333_regrade_policy.htm)

# **Policy for Appeal of Final Course Grades (SCIS)**

Purpose: To establish the policy for appeals of course grades.

## ***Guidelines***

1. Appeals for “arbitrary and capricious” awarding of grades are covered by the student grievance process. The policy described here is for all other final course grade appeals.
2. A student who disagrees with the calculation of their final course grade may file a written appeal to the instructor within ten days of the posting and announcement of availability of the final course grade. Appeals filed after the end of the appeal time period need not be considered. An appeal sent entirely through FIU email will be considered “written.”
3. The instructor will recalculate the final course grade and if an error is detected, a grade change will be submitted. If the instructor has included an unambiguous formula for calculation of grades in their syllabus, that formula must be used.
4. Final course grades are based on the individual artifacts, such as quizzes, exams, programs, attendance, and class participation. Appeal for any of those individual scores must have been previously resolved in accordance with the “Policy for Appeal of Artifact Grading (SCIS).” Specifically, an appeal of a final course grade cannot be based on a claim of a grading error for an individual artifact such as a midterm whose appeal period has lapsed.
5. Any timely appeal of final course grade to the Director or his/her designee will be limited to a recalculation of a final course grade using the instructor’s class-wide policy.
6. Remedies for failure to timely submit an artifact or to take an assessment are at the discretion of the instructor, and will not be considered by the Director or his/her designee.
7. Grade changes normally cannot take effect until the week after grades post.