



# ATENEO DE MANILA UNIVERSITY

## LOYOLA SCHOOLS

Office of the Associate Dean for Academic Affairs

2 September 2022

To: Department Chairs/Program Directors  
Department/Program Secretaries  
LS Faculty  
LS Graduate and Undergraduate Students

cc: LS Deans

From: (Sgd.) Josefina D. Hofileña, PhD  
Associate Dean for Academic Affairs

(Sgd.) Anne Lan K. Candelaria, PhD  
Associate Dean for Graduate Programs

Subject: Appeals for Change of Grade

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Please see below the procedure for submission of appeals for change of grade to the Standards Committee through the Office of the ADAA (for appeals of undergraduate students) or the Office of the ADGP (for appeals of graduate students).

Appeals for change of grade must be submitted within the semester following the electronic release of final grades. Hence, for Second Semester SY 2021-2022 and Intersession SY 2022-2023 grades, appeals must be submitted by 10 December 2022, the last day of the First Semester SY 2022-2023

For **student-initiated appeals**, the form may be downloaded from the AISIS Online home page: <http://aisisonline.ateneo.edu> or from the Office of the ADAA site: <https://sites.google.com/ateneo.edu/oadaa/appeals/change-of-grade>.

For **teacher-initiated appeals**, faculty may request for the form from their department chair/program director or department/program secretary, who may access the form from the following link: <https://go.ateneo.edu/LS-Teacher-ChangeofGradeAppeal>.

For an appeal involving several students in the same class, and with similar reasons, the teacher may submit just one form and attach a letter indicating the specific grade changes requested for each student.

Thank you very much.

**APPEALS FOR CHANGE OF GRADE**

**IMPORTANT:** Except only in specified instances, communication by all concerned parties shall always be coursed through University-issued (i.e., official) email accounts. Accordingly, students should submit their appeals using their @obf.ateneo.edu accounts. University offices and personnel shall also make use of their @ateneo.edu accounts. Communication relayed via any other email account will not be processed.

Students are reminded that the use of their @obf.ateneo.edu account comes with certain obligations, including, among others: (a) not to permit any other person to use the account for any purpose whatsoever; and (b) to use all necessary precautions to protect the account from unauthorized access (e.g., keeping the password thereto strictly confidential).

**APPEAL FOR CHANGE OF GRADE (STUDENT-INITIATED)**

- A. Students download the Student-Initiated Appeal for Change of Grade Form from AISIS online home page – <http://aisisonline.ateneo.edu> or from the “Student Appeals” section of [www.ateneo.edu/ls/adaa](http://www.ateneo.edu/ls/adaa)
- B. Students accomplish the Student-Initiated Appeal for Change of Grade form and then save the file using the following file name format: **INTERSESSION SY 2022-2023 Student-Initiated Appeal for Change of Grade [Insert Student’s LAST NAME, FIRST NAME]**
- C. Students support their appeal by attaching scanned copies of the material evidence (e.g., test papers, reports, assignments, projects, etc.) in pdf format.
- D. Students email the accomplished form to their teacher and Department Chair/Program Director where the subject is offered, together with the supporting documents. The signature panel of the form only needs to feature the name of the student. It does not require their actual signatures.  
  
The email should include the following:
  1. Subject Title:  
**APPEAL FOR CHANGE OF GRADE - Student ID# - Student’s Full Name - Course Catalog Number**
  2. Student’s Name
  3. Student’s ID Number
  4. Year and Major (for undergraduate)
  5. Course for which appeal is requested
  6. Semester and SY when the course was taken
  7. Name of Teacher of the course
  8. Reason for the appeal
- E. The teacher and the Department Chair/Program Director accomplish the appropriate sections of the form. The signature panel of the form only needs to feature the name of the signatories. It does not require actual signatures.
- F. The Department Chair/Program Director of the subject concerned emails the following to the Office of the Associate Dean for Academic Affairs [appeals.standards.adaa.ls@ateneo.edu](mailto:appeals.standards.adaa.ls@ateneo.edu)) for undergraduate appeals, or to the Office of the Associate Dean for Graduate Programs ([adean.adgp.ls@ateneo.edu](mailto:adean.adgp.ls@ateneo.edu)) for graduate appeals, cc: the concerned teacher:
  1. Accomplished Appeal for Change of Grade Form (pdf copy)
  2. Supporting documents submitted by the student

3. Supporting documents from the teacher:
  - a. Class syllabus with grading scheme
  - b. Copy of the class record and the AISIS-generated grading sheet
  - c. If the reason for the appeal was due to computational error, computation of the final grade, submit a separate document showing:
    1. the original computation
    2. the revised computation indicating where the change was made
    3. An explanation as to how the final mark was arrived at
  - d. If the reason for the appeal was error in encoding of a specific requirement, that requirement (e.g., paper, test paper, report, etc.) should also be attached.

**NOTE: The accomplished appeal form is NOT returned to the student but must be submitted to the ADAA/ADGP. The student SHOULD NOT be copied to the Department Chair/Program Director's email to the ADAA/ADGP.**

- G. The Standards Committee deliberates on the appeal.
- H. The Office of the ADAA/ADGP emails the student, cc: the concerned teacher and department chair about the decision of the Standards Committee.

Given the confidential nature of this appeal and in order to secure the attached documents, the email forwarding all documents should be sent by the Department Chair/Program Director using his/her official Ateneo email account and **should not be passed on to Department secretaries or other office staff**. Faculty and department chairs/program directors are also reminded to be cautious when responding to email inquiries and sending attachments to ensure that no confidential information (such as grading sheets and class records) is disclosed to unauthorized recipients

Note:

1. All student-initiated appeals for change of grade, whether or not these are endorsed by the teacher and/or department chair/program director, must be submitted to the Standards Committee for deliberation.
2. The Office of the ADAA sends Standards Committee decisions on student-initiated appeals to the student's official Ateneo email, cc: the concerned teacher and department chair/program director.

### **APPEAL FOR CHANGE OF GRADE (TEACHER-INITIATED)**

- A. The teacher accomplishes the Appeal for Change of Grade Form (Teacher-Initiated). The form may be obtained from their Department Chair or Department Secretary.

If the teacher needs to appeal for several students in one class, the teacher may accomplish one Appeal for Change of Grade Form and attach a list of the students who were affected with their original and revised grades

- B. After accomplishing the form, the teacher should save the file in pdf format and use the following file name format:

**INTERSESSION SY 2022-2023 Teacher-Initiated Appeal for Change of Grade  
[Insert Student's LAST NAME, FIRST NAME]**

In the case of appeals for several students in one class, please use the following file name format:

**INTERSESSION SY 2022-2023 Teacher-Initiated Appeal for Change of Grade  
[Insert Course Cat. No. and Section]**

- C. The teacher attaches the following:
1. Scanned copies of material evidence (e.g., test papers, reports, assignments, projects, etc.) in pdf file
  2. Class syllabus with grading scheme (indicating both letter and percentage equivalence)
  3. Copy of the class record
  4. Copy of the class grading sheet printed from AISIS
  5. If the reason for the appeal is due to an error in the computation of the final grade:
    - a. Give the original computation.
    - b. Give the revised computation indicating where the change was made
    - c. Explain how the final mark was arrived at.
  6. If the reason for the appeal was error in encoding of a specific requirement, that requirement (e.g., paper, test paper, report, etc.) should also be attached.

- D. The teacher submits the appeal to their Department Chair/Program Director for his/her recommendation via email. The teacher **SHOULD NOT** copy the student to this email.

The signature panel of the form only needs to feature the name of the signatories. It does not require their actual signatures. An email from the teacher and the Department Chair/Program Director to support their decision on the appeal must be submitted.

- E. The Department Chair/Program Director emails the Office of the ADAA ([appeals.standards.adaa.ls@ateneo.edu](mailto:appeals.standards.adaa.ls@ateneo.edu)) for undergraduate appeals or the Office of the ADGP ([adean.adgp.ls@ateneo.edu](mailto:adean.adgp.ls@ateneo.edu)) for graduate appeals. The Department Chair/Program Director **SHOULD NOT** copy the student to this email.

The email should include the following:

1. Subject Title:  
**TEACHER-INITIATED APPEAL FOR CHANGE OF GRADE - Course Catalog Number**
2. accomplished Teacher-Initiated Appeal for Change of Grade Form (pdf copy)
3. email from the teacher and Department Chair/Program Director to support their decision on the appeal
4. supporting documents:
  - a. Class syllabus with grading scheme
  - b. Copy of the class record and the submitted grading sheet
  - c. If the reason for the appeal was due to an error in the computation of the final grade:
    - i. Give the original computation
    - ii. Give the revised computation indicating where the change was made
    - iii. Explain how the final mark was arrived at
  - d. If the reason for the appeal was error in encoding of a specific requirement, that requirement (e.g., paper, test paper, report, etc.) should also be attached.

- F. The Standards Committee deliberates on the appeal.

- G. The Office of the ADAA/ADGP emails the teacher, cc: the concerned student and Department Chair/Program Director about the decision of the Standards Committee.

Given the confidential nature of this appeal and in order to secure the attached documents, the email forwarding all documents should be sent by the department chair/program director using his/her official Ateneo email account and **should not be passed on to Department secretaries or other office staff**. Faculty and department chairs/program directors are also reminded to be cautious when responding to email inquiries from students and sending attachments to ensure that no confidential information (such as grading sheets and class records) is disclosed to unauthorized recipients.

Note:

1. All teacher-initiated appeals for change of grade, whether or not these are endorsed by the department chair/program director, must be submitted to the Standards Committee for deliberation.
2. The Office of the ADAA sends Standards Committee decisions on teacher-initiated appeals to the teacher's official Ateneo email, cc: the concerned student and department chair/program director.