

Student Initiated Request for Review of Grade(s)

A student request for the review of grades (including final grades) must be initiated by the last day of classes for the semester immediately following the semester in which the grade was given. A request for review for Spring Semester grades must be made by the end of the Fall Semester, not the summer. It is incumbent upon the student to produce documents for the hearing(s) on the request for a review. The review process is as follows:

1. The student first requests the grade review to the instructor in the course.
2. If not satisfied with the decision of the instructor, the student has the right to make a request for a review to the Assistant Dean of the Division in which the course is offered.
3. If not satisfied with the recommendation of the Assistant Dean, the student has the right to request a review by the Academic Affairs Committee.
4. If not satisfied with the recommendation of the Academic Affairs Committee, the student has the right to request a review by the Senior Vice President of Academic Affairs/Provost.

All student requests for review of grades must be made in writing prior to the aforementioned deadline. It is understood that the final decision concerning student grades is the sole prerogative of the course instructor. Accordingly, recommendations made through the above grade review process are advisory in nature.