



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Grade Review
Number: 3.2.4.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.2.4 Grade Review

President

Purpose:

This procedure outlines the rules and steps for the Grade Review process.

Procedure:

Grade Review Rules:

- A student may request a Grade Review only for a final course grade.
- A student must submit the Grade Review request no later than the first ten (10) business days of the semester after which the grade was awarded.
- Health Science students may not request a Grade Review for a clinical failure.
- Questions about grades should be handled informally if possible. If informal conversations between the instructor and student do not resolve an issue, a Grade Review may be requested.
- The burden of proof is on the student.
- A student's lack of awareness of withdraw procedures and failure to withdraw from a course by the deadline are not justification to request a Grade Review.
- The student will initiate a Grade Review by following the procedure outlined below

Grade Review Steps:

1. If no resolution can be agreed upon after the student has spoken with the course instructor, the student can initiate a Grade Review by submitting a Grade Review Form to the school dean. This form will allow the student to explain why he or she believes the grade is incorrect. The student must attach all relevant evidence to the form.
2. The dean will share the completed form and evidence with the instructor who will prepare a written response. The response will be submitted to the dean. The dean will

review the Grade Review Form and all relevant evidence from the student and the instructor and provide a response to the student by TCL email within ten (10) business days, excluding faculty nonduty days.

3. If the issue is not resolved by the dean's response, the student must within ten (10) business days submit a written request for further review to the Vice President for Academic Affairs (VPAA) who will review the written request, Grade Review Form, and all relevant evidence from the student, instructor, and dean. The VPAA will provide the student with a response by TCL email within ten (10) business days, excluding days the College is closed. The VPAA's decision is final and cannot be appealed. Processed Grade Review forms will be filed in the dean's office.

Grade Review Form

Student Name: _____ Student #: _____

Phone #: _____ TCL Email: _____

Course Instructor: _____ Term/Year: _____

Course Prefix/Number: _____ Grade: _____

Please explain your justification for requesting a Grade Review and attach all relevant materials.

 Student Date

Instructor's Response:

 Instructor Date

Dean's Response:

 Dean Approved or Denied Date

 Vice President for Academic Affairs Approved or Denied Date