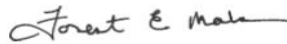


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	FINAL GRADE REVIEW	Procedure Number:	4-5-109.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-109		

Approved:



President



Chief Academic Officer

Date

Adopted: 02/22/2010

Date

Revised: 04/01/2024

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

This procedure establishes guidelines by which a student can dispute the process in which a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was arbitrarily or capriciously awarded.

The College acknowledges that grade policies and the assessment of student learning are the purview of the instructors, and instructors who have graded objectively and subjectively based on their professional expertise and who have followed the grading policies published in their syllabi have not awarded grades in error or unfairly.

The steps are as follows:

- A. Within ten (10) business days after the final grade or grade change is posted, the student must contact the instructor in writing to request a review of the assigned grade and to indicate the reasons that they believe the grade was awarded in error or arbitrarily or capriciously. If the instructor is unavailable, the student may contact the Department Chair, or the Dean if there is no Department Chair. Within five (5) business days, the instructor will independently review the course syllabus, the points earned to determine the grade, and the assignments, quizzes, and tests taken during the course. If the instructor determines a conference with the student is required, the instructor will

schedule a conference with the student. If the instructor determines that a conference is not required, the instructor will notify the student in writing of the decision about the final grade within the same five (5) business days.

- B. The instructor/student conference will include a review of the course syllabus, the points earned to determine the grade, and the assignments, quizzes, and tests taken during the course. The student must bring all relevant materials to the conference. An attempt will be made to resolve the matter equitably and informally at this level. The instructor will notify the student in writing of their decision within five (5) business days of the conference with the student.
- C. In the event that the conference with the instructor does not resolve the student's concern regarding the final course grade, the student may request a review by the Department Chair, or the Dean if there is no Department Chair, who will hold a conference with the student to review the final course grade. The Department Chair, or Dean, if there is no Department Chair, will notify the student in writing of the decision within five (5) business days of the conference with the student.
- D. In the event that the conference with the Department Chair does not resolve the student's concern about the final course grade, the student may request a meeting with the supervising Dean. The student must make an appointment and/or submit a written request within five (5) business days after receiving the Department Chair's response. The Dean will review the written request for a grade review, talk with the student, discuss the situation with the instructor and Department Chair, read the syllabus, review the grades earned during the course, and determine whether or not the grade was correctly awarded. The Dean will notify the student and the instructor of the decision in writing within five (5) business days of the review.
- E. If the Dean determines that the grade was properly awarded, the student may appeal the Dean's decision to the Chief Academic Officer in writing within five (5) business days of the Dean's decision. The Chief Academic Officer will review all materials, including the syllabus and grades. The Chief Academic Officer will notify the student and Dean of the decision in writing within five (5) business days of the review.
- F. The decision of the Chief Academic Officer is final.

#### Grade Change Process:

If the Dean determines that the grading policies published in the syllabi have been violated in awarding the grade or if the grade was awarded in error or arbitrarily or capriciously, the Dean will request in writing within five (5) business days that the instructor re-evaluate the grade and submit a change of grade form. If the instructor has left employment or is unable to be contacted, the Dean will meet with the Chief Academic Officer for validation of the decision and submit a grade change form.

- The instructor may appeal the Dean's request to the Chief Academic Officer within five (5) business days. The Chief Academic Officer will meet with the instructor and the Dean, review the syllabus and grades to determine whether or not the grade was based on the grading criteria as published in the syllabus or if the grade was awarded in error or arbitrarily or capriciously. The Chief Academic Officer will notify the student and instructor of their decision in writing within five (5) business days after the instructor's appeal.
- The decision of the Chief Academic Officer is final.