

# REVIEW OF A GRADE

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Students who believe that a grade has been incorrectly calculated may submit a request to their instructor for a review of the grade. The student must provide rationale for review to the instructor. If resolution is unable to be made in reviewing a graded assignment or exam, the student may submit a Request for Review of a Grade to the program dean/DAA or approved designee by contacting their Student Support Advisor. Students have three business days from the date the grade is posted to complete and submit this form for consideration. A grade review may result in the grade increasing, decreasing or staying the same.