

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.16

PAGE: 1 OF 1

PROCEDURE TITLE: GRADE REVIEW

BASED ON POLICY:

REVISION NUMBER: 6

**OFFICE OF
RESPONSIBILITY: ACADEMIC AFFAIRS**



PRESIDENT

December 17, 2008

DATE

PROCEDURE

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a grade change form to the appropriate office for processing, and will provide a copy to the student.

A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning the student appeal and grievance process refer to TCL Student Code.)