



Alfaisal University

Final Grade Appeal Policy

The Alfaisal University Academic Appeals Process is designed to maintain the integrity and quality of each College's programs within the University and to ensure that a fair and equitable learning and teaching environment is upheld for all students and faculty.

Policy

The student can appeal a negative decision of a faculty member; this policy is intended for students who believe that they have legitimate grounds for requesting a reassessment of their final grade on a course.

Procedure

- Present the appeal to the faculty member's College Dean who refers the appeal to a committee for hearing and decision.
- Based on committee decision, college dean will authorize a grade change, and must notify the involved individual of his action, i.e., the College Dean must notify the student, the faculty member and the registrar office of his decision.
- To appeal an attendance related grade reduction, the appeal process that is part of the Attendance Policy must be followed.
- Student who is not satisfied with his/her grade has one month after receiving the final grade to appeal for grade changing.
- The instructor must submit the Grade appeal form within a month of receiving the grade appeal form and should send the decision to the Office of Registrar.

Grade Appeal Form

<https://portal.alfaisal.edu>