

Request for Academic Decision & Grade Review - Policy 3.1.1

Date

**** Students should submit this form via email for each step in the academic review process (see policy 3.1.1 for details) with a copy to the Assistant Dean for Student Affairs, Douglas Lomonaco, lomonado@rutgers.edu.**

Full Name

A#

Phone

RUEmail

Alternate Email

Mailing Address

Academic Program Information

Degree

Program

Track

Program Director

Course Faculty

Students who wish to dispute an academic decision or grade are required to first discuss the matter with the faculty member issuing the decision. If the matter remains unresolved, the student may request an official academic review but only if there is evidence of one of the following:

Please check the appropriate box below:

☐ Grade Miscalculation or other technical error effecting the academic decision, or

☐ The existence of extraordinary circumstances affecting the student's performance, which were outside the student's control, and which the student disclosed to the program or faculty member via email or other written communication prior to any of the following: examination, clinical experience, assignment or grading encounter, which significantly impacted the final course grade or academic decision but was not considered or weighed when the academic decision was made.

Please indicate if you are requesting to remain in your current courses during the review process. Final decision **regarding your current registration eligibility** is up to the Program Director. ☐ Yes ☐ No

Policy 3.1.1 Procedural Steps-Select the current step for this submission

Step 1-Request for a Department Level Review

Step 2 - Request for a School Level Review

Step 3 - Request to Dean

Per policy 3.1.1, submit this form via email along with written evidence supporting either a grade miscalculation or the existence of circumstances affecting the student's performance which were disclosed to the faculty prior to grade assignment. Use the space below to provide a detailed summary of your request. You may attach additional documents to this request. If the request is deemed not eligible for review, the student will be notified by email.

Request for Academic Decision & Grade Review - Policy 3.1.1 Statement

Enter
Statement

Enter
Statement