FLORIDA ATLANTIC UNIVERSITY
NOTICE OF REGULATION AMENDMENT

Date: July 31, 2026

REGULATION TITLE AND NUMBER: Student Academic Grievance Procedures for Grade Reviews (4.002).

SUMMARY: Regulation 4.002 establishes a formal process for reviewing student grade grievances. The proposed amendments to Regulation 4.002 are intended to clarify the grade review process and refine several procedural provisions. The proposed amendments include numbering the conditions for a grade review as sections 1a through 1c; clarifying the deadlines for initiating a grade review by tying them to the University's academic calendar rather than a fixed date; specifying that a student may proceed directly to Step 2 when the original instructor is unavailable; clarifying the possible outcomes of the Step 2 conference with the department chair or director; identifying the individuals responsible for implementing an approved grade change and the timeframe for doing so; clarifying the composition and procedures of the Dean's Committee that reviews appeals at Step 3; and clarifying the possible outcomes and finality of the appeal to the provost or designee.

FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below to this Notice. The full text of the existing regulation is posted on FAU's website at www.fau.edu/regulations. In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or GeneralCounsel@fau.edu.

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution and the Board of Governors Regulation Development Procedure dated July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT: Joseph Van de Bogart, Vice President & General Counsel

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE AMENDMENT/REPEAL OF REGULATIONS IS: Ms. Itzel Erazo Ordonez, Paralegal, Office of the General Counsel, 777 Glades Road, Boca Raton, Florida, 33431, (561) 297-3007 (phone), (561) 297-2787 (fax), GeneralCounsel@fau.edu

Florida Atlantic University

Regulation 4.002 Student Academic Grievance Procedures for Grade Reviews

(1) ~~(1)~~ POLICY.
Faculty have a fundamental right to assess student performance. Faculty exercise professional judgment in determining how to assess student performance, based on the standards in their respective departments or disciplines and on their own expectations for student achievement. ~~A student may request a review of the final course grade, as described below, only when the student believes that one or more of the following conditions apply:~~

A student may request a 4.002 grade review only when one or more of the following conditions apply:

1a. There was a computational or recording error in grading.
1b. Non-academic criteria were applied in the grading process.
1c. There was a gross violation of the instructor's own grading statement.

Students who falsify or misrepresent information during a grade review are subject to disciplinary action, as outlined in the *Student Code of Conduct*. A grade will not be changed after graduation except in the case of a computational or recording error~~,~~ (1a), subject to the reasonable discretion of the University Provost (or designee).

~~Any time frames described below may be modified at the discretion of the University Provost (or designee). Should any deadline fall on a holiday or other day when the University is closed, the deadline will become the next business day.~~

(2) ~~(2)~~ PROCEDURES.

~~———~~Step 1. Meeting with instructor.

A student who believes that a grade has been assigned under one or more of the three grade review conditions ~~above~~(1a, 1b, and/or 1c) may request in writing (from their official FAU email account) a meeting with the instructor~~,~~ of record ("instructor"), who will explain how the grade was determined and attempt to resolve any disagreement. If the instructor is unable or refuses to meet with the student, then proceed directly to Step 2. The student, whether still enrolled or not, must request the Step 1 meeting by ~~October 1, if the grade was granted~~5:00 pm on the last day to drop with a "W" in the ~~previous~~fall or spring ~~or summer~~ semester~~, or by February 1, for grades awarded in the previous fall~~ immediately following the semester~~.~~ in which the course with the grade review ended.

Semester Course Was Taken	Date by which Student Outreach Must Occur
Spring or Summer	Fall last day to drop with "W"
Fall	Spring last day to drop with "W"

Step 2.~~-~~ Conference with chair/director.

A student who is unable to satisfactorily resolve the grade review through consultation with the instructor, or if the instructor is unable or refuses to meet with the student, may request (in writing from their official FAU email account) a conference with the chair of the department or director of the school/program in which the course was taught. The written request must be presented ~~by November~~within ten (10) business days from the Step 1~~, if the grade was granted~~ meeting or, in the ~~previous spring or summer semester,~~case the instructor is unable or ~~by March 1, for grades awarded in the previous fall~~ refuses to meet with the student, the written request must be presented prior to the last day of classes for the fall or spring semester immediately following the semester~~.~~ in which the course with the grade review ended. The request for a conference must include ~~clear~~ evidence that the grade was assigned ~~was based on a computational or recording error;~~under one or more of the three grade review conditions (1a, 1b, and/or 1c). In the case that ~~non-academic criteria were applied~~the instructor from Step 1 is in ~~the grading process; or that there was a gross violation of the instructor's own grading statement~~fact the chair/director or Dean's designee, then a designee will be selected, by the Dean or Dean's designee, from the faculty of the department to conduct the Step 2 grade review conference. The instructor may participate in such conference. No other parties may be in attendance at the conference(s) with the chair/director. The chair/director (or designee) will ~~attempt to~~ mediate the Step 2 grade review~~, unless the chair/director determines that the review is without merit. The chair/director will provide the student, the instructor, and the dean~~ conference by determining one of the ~~college administering the course a summary of findings.~~following outcomes:

A) The review is without merit (no action is required)
B) The review is with merit (corrective action is required to change the grade in the student's record)
The chair/director or designee will provide the student, the instructor, and the Dean of the college administering the course with a summary of findings. In the case that corrective action is required, the chair/director will direct the instructor to make the change of grade within ten (10) business days, or in the circumstances where the instructor is unable or is no longer at the institution, the chair/director will make the appropriate change of grade.

Step 3. ~~-~~Appeal to the ~~dean.~~Dean's Committee.

A student who is not satisfied with the results of the Step 2 conference may request (in writing from their official FAU email account) an appeal to the ~~dean~~Dean's Committee of the college administering the course. The written appeal request must be received by the ~~dean~~ Dean (or designee) within five (5) business days of receipt of the chair/director's findings. ~~The dean (or designee) will review the written appeal, supporting evidence, and statements from the instructor and chair/director. Unless the dean (or designee) determines that the appeal is without merit, the dean~~The Dean (or designee) will convene ~~a Faculty~~the Dean's Committee ("Committee") ~~within ten (10) business days of receipt of the student's appeal. The Committee will be composed~~~~appeal~~composed of the ~~dean~~Dean (or designee), who will serve as Dean's Committee chair, and three faculty members, at least two of whom must be from the

department/school in which the course was taught. The Committee ~~chair~~ will ~~direct the~~ conduct a live hearing to consider the written appeal, supporting evidence, and ~~maintain~~statements from the ~~minutes~~instructor and ~~all records of the appeal hearing, which will not be transcribed or recorded~~chair/director. The hearing is an educational activity subject to student privacy laws/regulations, and the strict rules of evidence do not apply. The Committee chair will maintain the minutes and all records, which will not be transcribed or recorded. The student and instructor may attend the ~~meeting~~hearing and present testimony and documents on their behalf. The student may choose to be accompanied by a single advisor~~, but the~~. The advisor may provide support to the student but may not directly participate or speak at the hearing. Additional witnesses may be permitted to speak at the ~~dean's~~Dean's (or designee's) discretion and only if relevant and helpful to the Committee. The Committee will deliberate and prepare a Step 3 summary of findings. The Committee chair will discuss the case with the instructor and ~~inform~~provide the student ~~in writing~~, the instructor, and the chair/director with a summary of the Step 3 Committee findings ~~and the instructor's response.~~in writing. This communication is called the "Dean's notification."

The Dean's Committee will mediate the grade review by determining one of the following outcomes:

A) The review is without merit (no action is required)
B) The review is with merit (corrective action is required to change the grade in the student's record)

In the case that corrective action is required, the chair/director (or chair/director designee) will direct the instructor to make the change of grade, pursuant to the Dean's notification, within ten (10) business days, or in the circumstances where the instructor is unable or is no longer at the institution, the chair/director (or chair/director designee) will make the appropriate change of grade.

Step 4. Appeal to the provost (or designee).

A student who is not satisfied with the result of the Step 3 appeal to the ~~dean~~Dean's committee may request (in writing from their official FAU email account) an appeal of the instructor's action to the University Provost (or designee). The written appeal must include relevant supporting documentation. The appeal must be submitted using the student's official FAU email account and filed within five (5) business days of receipt of the dean's ~~(or designee's)~~ notification. The University Provost (or designee) will conduct a review of the written documentation (not a live hearing) to determine that ~~(a) no action is required; (b) the course and grade will be expunged from the record and the student's fees for the course refunded; (c) the course and grade will be expunged and substituted with a new section of the same course~~:

A) The review is without merit (no action is required)
B) The review is with ~~a grade determined by the~~ merit (corrective action is required to change the grade in the student's record)

The University Provost ~~in consultation with the Faculty Committee and other experts in the field, as appropriate; or (d) the grade issue be returned to the Faculty Committee for reconsideration or clarification of findings. The Provost~~(or designee) will notify the student, dean, chair/director, and instructor in writing of any action. This decision by the University Provost (or designee) constitutes final University action.

In the case that corrective action is required, the chair/director (or chair/director designee) will direct the instructor to make the change of grade, pursuant to the University Provost's determination, within ten (10)

business days, or in the circumstances where the instructor is unable or is no longer at the institution, the chair/director (or chair/director designee) will make the appropriate change of grade.

Specific Authority: Article IX of the Florida Constitution, 1001.706, 1001.74 F.S., Board of Governors Regulations 1.001 and 6.010; History–New 5-26-10; Amended 6-23-10.; _____-26.