

POLYTECHNIC UNIVERSITY OF PUERTO RICO

PROCEDURE FOR GRADE REVIEW POLICY

The Grading System of Polytechnic University of Puerto Rico is as follows.

Grades with Honor Points

Grade	Description	Value
• A	Excellent	4 points
• B	Good	3 points
• C	Satisfactory	2 points
• D	Deficient	1 point
• F	Failure	0 point
• WF	Student abandoned course without authorization	0 point
• I (with grade)	Incomplete with grade	points will be equivalent to the grade that accompanies the Incomplete

Grades with no Honor Points

- **W** Withdrawal (Authorized)
- **WM** Military Withdrawal
- **CE** Course Exemption
- **P** Pass
- **NP** Not passed
- **AU** Audit (class audited only)
- **T** Transferred credit hours (taken at other accredited institutions)
- **S** Satisfactory
- **NS** Non-Satisfactory

Provisional Grade:

The student may receive incompletes with provisional grade when the instructor determines that for justified reasons the student has not been able to meet all course requirements, according to the Certification [CA-03-02](#). The student will receive a grade of zero (0) or F on the portion of coursework that has not been completed when calculating the provisional grade. The instructor will discuss with the student the terms and conditions for the removal of the incomplete.

Deadlines for the removal of incompletes are established each trimester in the [academic calendar](#). The student should approach the instructor (in person or by e-mail) to complete the deficiency on or before this date. Once completed, the instructor can replace the provisional grade with the final grade through the faculty portal on or before the date established in the academic calendar.

If the instructor does not report any change during this period, the grade will become the one that accompanies the grade Incomplete (I) in the academic record.

Error in Grading

Every instructor who makes an error in awarding a student's grade must submit the completed Grade Change request form to the [Registrar's Office](#), through the Academic Dean with the approval of the Head of Department.

The student will present an immediate complaint to the instructor. After one trimester has passed since the grade was awarded (the last day to submit grades in August (FA), November (WI) and February (SP) trimesters) the student will not be able to make any complaint about errors in grade adjudication.

Grade Grievances

Students who are not satisfied with the grade received in a course may dispute it. The student must complete the [Request for Grade Review form](#) and upload it in the [file complaints form](#). The student should first discuss (in person or by e-mail) the evaluation of his/her coursework with the instructor. If the disagreement persists after the conversation with the instructor, the student has the right to request (in person or by the [file complaints form](#)) a review of the grade from the Head of Department before the end of the next academic trimester. The Head of Department will appoint a faculty committee to evaluate the complaint. If the student does not agree with the decision rendered by the committee, he or she may request a review from the Vice President for Academic Affairs (in person or by the following [page](#)).

Grade Notification

The Registrar's Office will have mid-term grade reports and finals available on the student portal (<http://mypoly.pupr.edu/ics/>). Every student who believes that an error has been made in this report should consult with the course instructor and notify the Registrar.

The Registrar is responsible for the students' academic records, the issuance of transcripts, and enrollment and degree verifications. Students who want information related to their academic record or need their transcript sent, should request it from the [Registrar's Office](#) according to the established procedures and in accordance with the [Family Educational Rights and Privacy Act](#) (Buckley Amendment).

It is calculated by dividing the total number of honor points by the total number of credits accumulated in the subjects in which the student has received a final grade, including the non-repeated F.

Courses with D, F or Not Pass classification may be repeated without restriction. If a student repeats a course, the highest grade will be counted for the academic index. The academic index is the measure of student achievement.

A. PROCEDURE FOR GRADE REVIEW

The student has the right to request a course grade review when he or she understands that it does not meet the evaluation criteria established or stipulated in the syllabus. It must be remembered that the first revision process is done by the instructor who taught the course. The student has ten (10) working days from the first day of class for initiating the grade review process of the previous trimester. The instructor will maintain the student assessment materials until the end of the next trimester. In case of an allegation, the professor and the student will keep the evaluation materials until the process is resolved.

B. RECONSIDERATION PROCEDURE

If the student has not had a response from the instructor or has not been satisfied and is interested in initiating a reconsideration process, he or she should follow the procedure established for such purposes:

1. If the student is not satisfied with the decision of the instructor, the student will proceed to file a reconsideration request in writing using the [file complaints form](#), within the next ten (10) working days. The instructor, within the next ten (10) working days of receipt of the request, will show the student how the final grade was awarded based on the criteria established in the syllabus and the student's grades in all assignments.

C. APPEAL PROCEDURE

1. If the student is not satisfied with the decision, he or she could appeal the decision in writing to the Head of Department to which the course in question belongs through the [file complaints form](#). The Head of Department (within the next ten (10) working days after the appeal is filed) will coordinate a meeting (face-to-face or online) with the student and the instructor, so that the instructor demonstrates how the evaluation criteria and the student's grades were used to award the final grade. The Head of Department of the course in question will maintain a file with a copy of all documents related to the appeal until it has been resolved.
2. The Head of Department and the instructor will listen and respond to what the student has said to ensure that the outcome of an appeal is fair and in accordance with the evaluation criteria established in the course syllabus.
3. If the student is not satisfied with the decision, or if the Head of Department does not respond within the established time limit the student may appeal in writing to the Dean of the Faculty to which the course belongs through the [file complaints form](#). The procedure will be the same as that established in paragraphs one (1) and two (2).
4. After the required time has passed, or if there is no agreement with the decision, the student may appeal in writing to the Vice President for Academic Affairs through the [file complaints form](#); who will study the evidence, interview the parties and adjudicate the final decision, no later than ten (10) working days after receiving the appeal request. The Vice President will render a written report on the final decision to the student, the instructor, the Head of Department and the Academic Dean to which the course belongs. If the decision requires a grade change, a copy will be sent to the Registrar's Office.
5. When the student expects to complete graduation requirements in the trimester in which the complaint is filed, steps 2 and 3 will be skipped, and the appeal will be addressed directly by the Vice President for Academic Affairs.