



Policy Title	Grade Review Policy
Policy Code	ACD/0001/0023
Policy Category	Academic Policy
Authorizing Entity	Academic Senate
Effective Date	12/06/21
Review Date	12/06/23

1. Purpose

The purpose of this Grade Review Policy is to ensure fairness, transparency, and accountability in the academic assessment process at the University of Lilongwe. This policy provides students with a formal mechanism to request a review of their final course grades when they believe an error has occurred or the grading was inappropriate.

2. Scope

This policy applies to all undergraduate and graduate students enrolled in courses at the University of Lilongwe.

3. Eligibility for Grade Review

3.1 A student may request a grade review under the following circumstances:

- Alleged computational or recording error in grade calculation
- Belief that grading was inconsistent with course syllabus criteria
- Evidence of bias or arbitrary grading practices
- Significant discrepancy between course performance and final grade

3.2 Grade reviews are not permitted for:

- Challenging the academic judgment of an instructor
- Disputing subjective grading of individual assignments
- Requesting grade changes based on personal circumstances after the fact

4. Grade Review Procedure

4.1 Submission of Grade Review Request

- Students must submit a formal Grade Review Request Form within 10 working days of grade publication
- The request must include:
 - Detailed explanation of the grounds for review
 - Supporting documentation
 - Specific relief or outcome sought

4.2 Initial Review

- The Department Chair will conduct an initial assessment of the request
- The Chair will determine if the request meets the criteria for a comprehensive review
- Students will receive written confirmation of review status within 5 working days

4.3 Detailed Review Process

If the initial review finds merit in the request:

- A three-member Grade Review Committee will be formed
- Committee composition:
 - Department Head (or designee)
 - Two faculty members from the relevant academic department
 - No committee member can be the original course lecturer
- The committee will conduct a comprehensive review of:
 - Course syllabus
 - Grading criteria
 - Student's academic performance
 - Original grading materials

4.4 Review Outcomes

The Grade Review Committee may:

- Confirm the original grade
- Recommend grade modification
- Order a re-evaluation of specific assessments
- Request additional information from the original instructor

5. Communication and Notification

5.1 The Grade Review Committee will:

- Complete the review within 20 working days of request submission
- Provide a detailed written explanation of findings
- Communicate the decision to the student via official university email
- Maintain a confidential record of the review process

5.2 Appeal Process

If a student disagrees with the committee's decision:

- They may submit a final appeal to the Academic Standards Committee
- The appeal must be submitted within 10 working days of receiving the initial review decision
- The Academic Standards Committee's decision is final

6. Procedural Integrity

6.1 Confidentiality

- All grade review proceedings will remain confidential
- Only relevant academic personnel may access review documents

6.2 Non-Retaliation

- The university strictly prohibits any form of retaliation against students filing grade review requests in good faith

7. Policy Administration

7.1 The Office of the Registrar is responsible for:

- Maintaining grade review request forms
- Tracking review timelines
- Ensuring policy compliance

7.2 Policy Review

- This Grade Review Policy will be reviewed annually by the Academic Senate
- Updates will be communicated to all faculty and students

8. Implementation

- This policy becomes effective from the beginning of the next academic semester
- All faculty and students will receive comprehensive training on the policy

9. Contact Information

For questions or clarifications:

- Office of the Registrar
- Email: registrar@unilil.ac.mw