

6.y.1 Grade Grievances

Subject	Students	Effective From	Sep - 2011
Policy #	6.y.1	Latest Revision	Dec - 2023
Title of The Policy	Grade Grievances	Next Review	Dec - 2024
Responsible Entity	Department, College Council, Admission & Registration	Policy Pages	2
Definitions	AAU: Al Ain University Grievance: an official written statement of a complaint related to grade which students can submit to their respective department / College.		
Purpose	The purpose of this policy is to guarantee the right of students to submit grievance statement against grades according to proceedings set forth by the University.		
Scope	This policy applies to students who raise any concerns related to their grade.		
Statement	The student has the right to complain and object to the semester work mark, the midterm exam, or the final exam, by submitting a grievance request.		
Procedures	Grievance procedures against the final mark of the course: <ul style="list-style-type: none"> • The student must fill out the form for grievance against a specific grade and submit it to the Admission and Registration Unit, or by submitting the application electronically through the student's electronic account, within five working days from the date of announcing the results for the semester. • The Admission and Registration Unit forwards the appeal form to the specified college responsible for that course. The college will then respond within seven days of receiving the form. • The Dean of the college forms a committee of three faculty members to review course scores including the course instructor. • In case an error has occurred, the committee corrects and monitors the correct mark on the form, signs it and delivers it to the Dean of the College. • The Dean of the College submits the form to the University president for the final decision. 		
Recent Changes			

Academic Year	العام الجامعي	Semester	الفصل الدراسي
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Student Name					اسم الطالب
Student ID					الرقم الجامعي
Mobile No					رقم الهاتف
College & Major					الكلية والتخصص
Course Name & Code					اسم ورقم المساق
Appeal for	العلامة الكلية للمساق Total Course Mark <input type="checkbox"/>	علامة الامتحان النهائي Final Exam Mark <input type="checkbox"/>	علامة امتحان المنتصف Midterm Exam Mark <input type="checkbox"/>	علامة الأعمال الفصلية Coursework Mark <input type="checkbox"/>	التظلم على
Section					الشعبة
Instructor's Name					مدرس المساق
Date					تاريخ تقديم الطلب
Signature					توقيع الطالب

Finance Stamp					ختم وتوقيع المالية
Fees: 250 AED					الرسوم 250 درهم

خاص بالبرنامج والكلية Program & College		خاص بالقبول والتسجيل Admission & Registration		
	New Mark & Grade	العلامة الجديدة	Current Mark & Grade	العلامة الحالية
Coursework Mark				علامة الأعمال الفصلية
Midterm Exam Mark				علامة امتحان المنتصف
Final Exam Mark				علامة الامتحان النهائي
Total Course Mark & Grade				العلامة الكلية للمساق
Committee Comments (Please provide Justification for change, if any)				رأي اللجنة (يرجى توضيح مبررات التعديل، إن وجدت)
توقيع مدير البرنامج Program Director's signature			توقيع (عضو اللجنة) Committee member's signature	توقيع مدرس المساق Instructor's signature
College Dean Comments				رأي عميد الكلية
College Dean Signature				توقيع عميد الكلية

Notes	ملاحظات
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