

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Final Exam Review and Grade Change Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-016	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

A student may request a review of their final examination answer sheet for a specific, narrow purpose: to confirm there was no material error in how the grade was calculated, recorded, or transcribed. This policy establishes that fast, School-level review process, consistent with academic integrity and applicable accreditation requirements.

This policy is not a substitute for, and does not compete with, the Grade Appeal process at STU-002 Article 4. REG-016 exists only for the narrow, objective question of whether marks were added, recorded, or transcribed correctly. Any student concern involving disclosed grading criteria, alleged bias or improper conduct, or a procedural irregularity in the assessment is a Grade Appeal and must be pursued under STU-002 Article 4 through the VPSA, not under this policy. A student who is uncertain which process applies may raise the matter with the Registration Office, which will direct the request accordingly.

Scope

This policy applies to all undergraduate academic programmes offered by AIU.

Purpose

The purposes of this policy are:

- Complement the grade appeal process established under STU-002
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Examination Committee: A committee formed by the Department Chair, comprising the Chair and two faculty members including the course instructor, responsible for reviewing final examination papers under this policy.

Material Error: An error in adding up grades, in copying grade components, or in failing to grade a question or component partially or wholly.

Policy

Article 1: Scope of Review

A review under this policy is limited to material errors in adding up grades and omissions in correcting or copying grades for specific questions. The Examination Committee's review is limited to material errors as defined in this policy. Matters involving academic judgement, grading criteria, bias, or procedural irregularity are addressed under STU-002.

Article 2: Deadline and Fee

A student applies for a Final Exam Review online through the e-services platform within two weeks of the grade being posted. If the initial School-level review is approved, an applicable service fee is charged.

Procedures

1. At the start of the final examination period, the Registration Office activates the Final Exam Review application on the e-services platform.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Final Exam Review and Grade Change Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-016	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

2. The student applies within two weeks of grades being posted; the application is forwarded to the School offering the course for initial review.
3. The Department Chair forms an Examination Committee of the Chair and two other department members, including the course instructor.
4. The Committee reviews the paper for material errors under Article 1.
5. Where a correction is identified, the instructor submits a Grade Change Request through the e-services platform, approved by the Department Chair and the Dean.
6. Once approved, the Registration Office implements the correction, recalculates CGPA and academic standing under REG-014, and updates the student's record.
7. If no change results, the School informs the student, who may pursue a Grade Appeal under STU-002 Article 4 if a substantive ground exists.
8. The Registration Office deactivates the online application two weeks after final exam grades are posted.

Exceptions

A grade-change request concerning an error outside the final examination component itself must be justified by the School and is then directed to the VPSA for approval. An exception of substantial impact, such as reopening review for an entire course section, requires approval by the President.

Related Policies

- REG-014 Grades and Academic Standing Policy
- STU-002 Student Grievance and Academic Appeals Policy

President Signature	Signature: _____ Date: _____
----------------------------	------------------------------