

Grade Changes: Limited Circumstances

A course grade can be changed only in cases where a recording or computation error was made, or when an incomplete grade is being removed.

To change a grade the faculty member should submit a Change of Grade Form, available in the Student Records Office.

Students who believe that a course grade was assigned *because of a recording or computation error*, have one year from the end of the semester in which the grade was recorded to request a grade change. Requests should first be submitted in writing, directly to the professor. If the matter is not resolved with the professor, the decision may be appealed to the department chair. If the matter remains unresolved or if the department chair is the instructor for the course, the decision may be appealed to the provost. Requests to the professor and any subsequent appeals must be in writing and include a statement outlining and supporting the specific grounds on which the student is appealing.

The provost's decision on the appeal is final, and no other office will accept or review appeals following the decision.

Grade Changes: Unspecified Circumstances

To change a grade the faculty member should submit a Change of Grade Form, available in the Student Records Office.

Students who believe that a course grade was assigned in error have one year from the end of the semester in which the grade was recorded to request a grade change. Requests should first be submitted in writing, directly to the professor. If the matter is not resolved with the professor, the decision may be appealed to the department chair. If the matter remains unresolved or if the department chair is the instructor for the course, the decision may be appealed to the provost. Requests to the professor and any subsequent appeals must be in writing and include a statement outlining and supporting the specific grounds on which the student is appealing.

The provost's decision on the appeal is final, and no other office will accept or review appeals following the decision.