

At issue is that the current wording in the grade change policy states that grade changes are only for computational error or to remove an incomplete, but the procedural instructions include information on how to challenge a grade. This implies that grade changes based on a challenge are also an option.

Do we want to reword the current policy to more completely include or exclude the option of challenging a grade? If we want to include the option of challenging a grade, do we want to create two separate policies for the two options or continue to blend them into one and modify the existing language to reflect the appropriate similarities and differences?

### **Current Policy Language for Grade Changes**

#### **E. REQUEST FOR A GRADE CHANGE**

A grade change is authorized only if there is a recording or computational error or if an incomplete grade is being removed. If a student feels a grade is in error, the student should:

1. Check WebAdvisor to verify the entry on the transcript.
2. See the instructor to discuss the possibility of error.

If there is an error, the instructor must:

1. Complete "Request for Grade Change" form, available at the Student Records Office.
2. Submit request to Provost or designee for counter-signature.

A grade change, when authorized, will be posted to the student's record. Request for grade change forms are scanned and are retained permanently.

Student complaints regarding grading practices should be addressed first to the instructor, then to the department chairperson, and finally to the Provost. Students have one year from the end of the semester in which a grade was reported to challenge the grade.