

Current Policy

E. CHANGING A RECORDED GRADE

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.

Proposed Policy

E. CHANGING A RECORDED GRADE

An academic transcript is a record of all courses taken, all grades received, all degrees earned and any academic honors earned during a student's enrollment at a college or university.

Amending an academic record is rarely done, except in cases where an administrative error was made in the initial grade recorded.

To change a grade due to administrative error 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.

On rare occasions, when a student has experienced extreme circumstances during a semester, that student may petition for an exception to this policy. Petitions for such changes should be submitted to the Registrar and must be approved by the Academic Senate and the Provost.