

Grade Change Request Form

Faculty members are responsible for and have the authority to assign grades due to their position to evaluate the student's academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change if one is required. All grade change request require approval from the relevant Program Chair/Director. Faculty should consult the Grade Change Policy.

Faculty Name _____

Email: _____ Phone: _____

Program Chair/Director's Name: _____

Student Name _____ Student ID # _____

Course Code: _____ Course Title: _____

Semester/Term & Year of Course: _____

Letter Grade Changed From _____ to _____ New numerical score _____ out of 100

Date work completed _____

Reason for Change (indicate with an "X" on the line):

Arithmetical errors, typos, or incorrect calculations in the gradebook. *Provide a detailed justification/rationale for the change that includes a copy of the gradebook before the change occurred and a clear description of the item/items that require modification.*

Coursework submitted was excluded in grade calculation. *Provide a copy of any/all coursework being used to justify the grade change.*

Coursework has been submitted to remove an incomplete (I) grade. *Provide a copy of the originally approved Incomplete Grade Request Form and any/all coursework being used to justify the grade change.*

Other (explain): _____

Instructor's Signature _____	Date _____
(Print Name & Signature)	
Program Chair/Director _____	Date _____
(Print Name & Signature)	
OIE or Executive Dean Signature _____	Date _____
(Print Name & Signature)	

Registrar Office Document Tracking

Date Received: _____ Date Processed: _____ By: _____ Date Student Informed: _____

Grade Change Policy

Faculty members are responsible for and have the authority to assign grades due to their position to evaluate the student's academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change if one is required. All grade change request require approval from the relevant Program Chair/Director.

After final grades are submitted and finalized, an instructor must seek approval from the relevant Chair/Director or designee, providing a rationale for the grade change request. This is done by completing the Grade Change Request Form and submitting it to the relevant Program Chair/Director via email. The relevant form must also include a copy of the gradebook showing the student's original grade for the course/assignment in question and the work that was used to justify the change in grade.

If approved, the Chair/Director will submit the form and coursework used to justify the grade change to the Registrar's Office. The Registrar will be requested to enable the gradebook to allow a grade to be amended by the instructor. Then, the instructor will make changes to the official gradebook and re-submit the grade. Faculty should maintain a copy of the form and coursework for their own records.

Once the grade change has been processed, the registrar will inform the faculty member, the Chair/Director, and the student of the change.

Timelines for Grade Changes

Grade changes for:

- Incomplete grades must be submitted to the Registrar's Office within 8 weeks of the beginning of next term as stated in the Academic Calendar.
- Other allowable reasons as defined in the policy must be submitted to the Registrar's Office no later than the end of the following semester.

Any grade change submitted after the deadline will not be accepted by the Registrar's Office. Once a degree is conferred, the record is permanently closed for that degree; therefore, no grade changes can occur after conferral.

Grade Change

Grades are earned based upon the quality of and timeliness of work submitted for a course, and as such, grade change requests must be based upon the student's submitted work for the course based upon the course syllabus. Typically, this work is submitted during the semester in which the student has taken the course, but this work could be submitted upon reasonable approval of an Incomplete ("I") grade as allowable by the Incomplete Grade policy. Work should not be included that was not submitted on time, or that is meant to provide an unjustified boost in the student's grade that would give them unequal advantage over other similarly circumstanced students.

The following are examples of appropriate reasons for grade appeals:

- Arithmetical errors, typos, or incorrect calculations in the gradebook
- Coursework submitted was excluded in grade calculation
- Coursework has been submitted to remove an incomplete ("I") grade as permitted in the Incomplete Grade policy
- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

The following are non-exhaustive examples of reasons for a grade change request to be denied. Grade changes intended to modify a grade so that a student:

- Can have a high enough grade graduate, or to materially improve a GPA/cGPA
- Could be awarded a scholarship, President's/Dean's List inclusion, or Latin honors
- Avoids receiving an academic warning, probation, or dismissal
- Can comply with internal and/or external requirements (for example receiving an award or scholarship from outside of the university)

Additionally, grade changes should not be considered for the following non-exhaustive examples:

- Personal issues that are not related to their academic coursework
- Demonstration of not having completed course requirements

Under no circumstances should a faculty member feel obligated to assign or change a grade from factors outside of the coursework submitted as part of the class. For example, faculty should never feel pressured to modify or a change a grade because of a request from an administrator. Such requests would violate the university's Code of Academic Excellence and Code of Ethics and should be reported to the Office of Institutional Effectiveness.

Grade Change Initiated by an Instructor

A grade can be changed by an instructor regardless of whether the change was a requested by the student. After final grades are submitted, an instructor must notify provide written justification to the Program Chair/Director with a clear and justifiable reason for the change. The Program Chair/Director will approve or deny the change accordingly.

If approved, , the Registrar will enable the gradebook to allow a grade to be amended by the instructor. The faculty member will then I make the change(s) to the gradebook on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

Grade Appeal Initiated by a Student

A student who wishes to question a grade must contact the instructor of the course in writing within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The request should include a clear indicator of what the student is requesting to be reviewed. The instructor will review the request and reply to the student regarding the decision. The Program Chair/Director and Registrar may be copied on the written request and decision. If the Program Chair/Director is also the course instructor, the Executive Dean can replace the Program Chair/Director.

If the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor's determination, the student may appeal in writing to the Executive Dean within seven (7) days. The Executive Dean will initiate the formation of a grievance panel, which consists, at minimum, of the Program Chair/Director (or designee), one disinterested faculty member, and a representative from the Office of Institutional Effectiveness. The student and faculty member will be invited to provide written statements and supporting documentation to the grievance panel regarding the matter; otherwise, the existing information will be reviewed. The student's request must include a clear indicator of the reason for requesting that the grade be reviewed. The grievance panel will then determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the grievance panel is final and cannot be further appealed.