

CHANGE OF GRADE REQUEST (initiated by the student)

STAGE 1: CHANGE OF GRADE REQUEST (initiated by the student)

To request a change of final grade in a course, you must complete the form **Change of Grade Request (Student)**, which is available in the Office of Student and Academic Services. Normally, such requests must be made no later than 30 calendar days following the release of grades.

The process is as follows:

1. You will take the form to your instructor and **speak to him/her** about the grade.
2. Within 7 calendar days, your instructor will make a decision as to whether the grade will be changed; will indicate this decision by completing and signing the form appropriately; will obtain a signature from the Division Chair in which the course was taken; will return the signed form to the Office of Student and Academic Services.
3. When the Registrar has received the signed form, you will be sent written notification of the instructor's decision.
4. If the grade is not changed by the instructor, the student has the option to proceed to the next stages (below).

NEXT STAGES

Grade Change Requests begin with a "Change of Grade Request" which is initiated by the student. If the student is not satisfied with the outcome, s/he may proceed to the next stage, the Grade Appeal. If still not satisfied, the student may proceed finally to a Grade Review Panel. After the Change of Grade Request, the student should meet with the Registrar to discuss the next stage and obtain the required form/documentation.

STAGE 2: GRADE APPEAL

Submit within 7 Calendar Days of the Registrar's notifying you of your instructor's decision

A Grade Appeal follows a Request for a Change of Grade. The form for a Grade Appeal must be accompanied by a written statement by the student, citing the reasons for the Grade Appeal.

A grade appeal represents a claim that an instructor has either:

- (a) **applied inappropriate criteria in evaluation**
- (b) **and/or unfairly interpreted your work in light of stated criteria**

Such claims must be objective in nature and based on evidence. Within 28 calendar days of submitting your Grade Appeal, the Registrar will notify you in writing of your instructor's decision.

STAGE 3: GRADE REVIEW PANEL

If you are not satisfied with the outcome of the Grade Appeal, you may request that a **Grade Review Panel** be formed. Normally, this request must be made in writing to the Registrar within 7 calendar days of the Registrar's notifying you of the outcome of the Grade Appeal. For more information, please consult with the Registrar regarding the **PROCEDURES REGARDING GRADE REVIEW PANEL**.

CHANGE OF GRADE REQUEST (initiated by the student)

1. You will take the form to your instructor and speak to him/her about the grade.
2. **Within 7 calendar days of the date of receipt of this request**, your instructor will make a decision as to whether the grade will be changed; will indicate this decision by completing and signing the form appropriately; will obtain a signature from the Division Chair in which the course was taken; will return the signed form to the Office of Student and Academic Services.
3. When the Registrar has received the signed form, you will be sent written notification of the instructor's decision.

1.	
_____	_____
name of student	student ID#
_____	_____
course code/ course title	applicable semester
_____	_____
name of faculty member	date of request

2.	
_____	_____
signature of faculty member	signature of Division Chair

3.	
_____	_____
originally-assigned grade	adjusted grade

Grade Change Requests begin with a "Change of Grade Request" which is initiated by the student. If the student is not satisfied with the outcome, s/he may proceed to the next stage, the Grade Appeal. If still not satisfied, the student may proceed finally to a Grade Review Panel. If unsatisfied as a result of the Change of Grade Request, the student should meet with the Registrar to discuss the next stage and obtain the required form/documentation.

Approved: Academic Council 27 March 2006