

## **Grade Changes**

Students may petition an instructor for a grade change of a final grade in a course. The line of formal appeal for grade change petitions can be found in the College's Due Process statement. A student's final grade in a course may be changed by the course instructor. Grade changes by instructors are initiated by submitting signed Official Change of Grade Forms to the departmental office for review and approval by the departmental chair or lead faculty member. The completed Official Change of Grade Form is then forwarded to the Registrar's Office for posting on the student's permanent academic record. Completed Official Change of Grade Forms are not to be carried by the petitioning student to the Registrar's Office. The form will not be processed if received from the student. See Student General Rules and Guidelines for the appeal process for grades.

*Revised: 10/9/12*