



GRADE CHANGE FORM

Student's Name _____ ID # _____

Grade Change From _____ to _____

Date original grade was issued _____

Reason for grade change

Appealed by the student Yes _____ No _____ If yes, Date _____

Program of study: _____

Course # _____

Course Title _____

Instructor: _____

(Print)

Instructor's Signature _____ Date _____

Student Grade Appeal Policy: Final course grades may be assigned only by an instructor and may not be changed except on successful appeal. The student must initiate a petition for a grade change, the student must first seek relief from his/her instructor. If unsuccessful at the level, the student may seek relief from the Division Chairperson of the division in which the student is enrolled, who will mediate the appeal with the student's instructor. If the student is unsuccessful at the level and wishes to continue the appeal process, the student must make a written request to the administration. The Division Chairperson and instructor will be consulted by the administration in its consideration of the request.

Deadline for Incomplete Grade: Students enrolled in any course for credit may, upon the approval of their instructor, be permitted to postpone the final grade for the course. The instructor will assign an incomplete (I) for the course in place of a grade. If work is not completed within two weeks (14 calendar days) from the last scheduled day of the course students will receive the grade that they have earned based on work performed.