

Title	: Grade Changes	
Number	:	6400.04
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Reference	:	

Grade Change

Grade changes can be made through a grade change request initiated by the instructor, followed by approval of the appropriate Dean or Vice President of Academic and Student Affairs. If an instructor is not available, the Dean, or Vice President of Academic and Student Affairs may initiate a grade change request. Grade changes due to clerical errors can be made and corrected by the Admissions and Registration Office.

If a student desires to appeal a grade, that student must seek out the instructor so both parties may be afforded an opportunity to clarify facts and to reach a mutually acceptable solution. If student satisfaction is not achieved after meeting with the instructor, the appeal will continue with Step II under Regulation 5810.02 Student Grievance Procedure – Academic Standards.

