

Letter Grade Change Policy

Requests for letter grade change should be made no later than ten (10) working days after the close of registration for any grade issued the preceding semester.

1. The student submits a written request for grade change to the instructor who issued the disputed grade. In the absence of the issuing instructor, the request should be submitted to the Department Chair for resolution.
2. If the request is deemed valid, the instructor or Department Chair will then secure a Change of Letter Grade Form from the Registrar's Office website.
3. The form is processed by the Department Chair and Division Dean and then submitted to the Academic Standing Committee for action and recommendation.
4. The Academic Standing Committee submits its recommendation to the Office of the Provost.
5. The Office of the Provost forwards actions to the Registrar's Office by mid-term and change will be entered on the student's transcript by the end of the semester in which the request was made.
6. In the event of denial at any level, the student may appeal to the Provost.