

## **Requesting a Change of Grade**

Grading is in the province of the faculty. Grading is the responsibility of the course instructor and a matter of professional judgment. Academic evaluation of student performance shall not be biased or arbitrary.

Once recorded, a final grade may be changed in the following two situations:

- a. The instructor certifies that an error has occurred and the Administration Committee approves the change. Grade changes for additional work submitted after the semester has ended typically will not be approved unless a valid designation of U or IN was recorded.
- b. A student has serious concerns that, apart from questions about the instructor's professional judgment of the quality of the work, a particular grade was assigned in a manner that was biased or arbitrary, or crucial evidence was not taken into account in the instructor's evaluation of the student's academic performance. In such cases, the student should follow the procedures for requesting a change of grade described below.

### **Exceptions to this Process**

For grade disputes involving any allegations of discrimination, harassment or other related violation of College policies, the appropriate policies or codes (e.g. Discriminatory Harassment and Sexual Misconduct Policy and Sections F, G, and H of the Rules of Procedure) should be consulted and the student appropriately advised.

If the dispute involves a question of academic misconduct, the rules governing academic misconduct apply (see Faculty Code, Chapter VI). The Administration Committee may recommend the faculty consider a grade change based on the findings of the committee.

### **Procedure for Requesting a Change of Grade**

Students who are concerned about a grade may consult with the Registrar about the process. The procedure for requesting a change of grade begins with an informal discussion, ideally no later than the end of the semester following the recording of the grade.

- 1) The student should address questions concerning the reasonableness of grading to the course instructor.
- 2) If discussion between the faculty member and the student does not resolve the matter, the student may meet with the Department Chair (or the Division Chair if the Department Chair is the instructor) and provide the Chair with a written explanation of the student's concern. The Chair will attempt to resolve the case.
- 3) If the Department or Division chair is unable to resolve the situation or if the instructor also chairs both, the department and division, the student may present a written request to the Dean of the Faculty to review the student's concern. The Dean will separately confer with the instructor and student and will attempt to bring the case to a satisfactory

resolution.

- 4) If the Dean's discussions with the instructor and student do not result in a satisfactory outcome, the student may submit a written request in accordance with Section F and/or G of the Rules of Procedure.

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