

Requesting a Change of Grade
Adopted 17 September 2018 by the Faculty

Faculty Code, Chapter V: Grading Policies and Academic Actions

J. Final Grade Changes

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 a particular grade was assigned in a manner that was biased or unjustified, 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 Policy

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, H, J, K, and L of the Rules of Procedure) should be consulted and the student appropriately advised. Each official body charged with making final determinations based on the Rules of Procedure may recommend grade changes to the faculty member.

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

The procedure for requesting a change of grade begins with an informal process, as described below. This informal discussion should begin no later than the end of the semester following the recording of the grade. If resolution cannot be reached by informal means, a student may petition for a change of grade. Petitions are to be submitted to the CAPP no later than 15 working days after receiving notification from the Dean that informal resolution has failed. Requests to begin the process or to file a petition after the deadlines above may be considered if the Dean of the Faculty finds a compelling reason for the delay.

Informal Discussions: Before any formal petition is submitted, questions concerning the reasonableness of grading should be addressed to the course instructor. 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 problem. If the Department or Division chair is unable to resolve the problem 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.

Petition to Change a Grade: If the Chair or Dean's discussions with the instructor and student do not come to a mutually acceptable outcome, the student may submit a written Petition to Change a Grade to the CAPP.

Upon receipt of the Petition to Change a Grade, the CAPP may:

1. Decide to dismiss the petition.
2. In the case of an instructor who currently is a member of the faculty, make recommendations to the instructor concerning possible solutions to the problem, which may include a change of grade.
3. In the case of an instructor who is no longer at the College and upon presentation of appropriate evidence, recommend possible solutions to the instructor or, in consultation with the department as appropriate, change the grade to Credit.
4. In exceptional cases where professional malfeasance has been found under sections F, G, H, J, K, or L of the Rules of Procedure, the CAPP may change the grade to Credit in accordance with the wishes of the body that made that determination.

If the grade is changed to Credit, any restrictions on courses taken Credit/No Credit will be waived in relation to the course in question.

The decision of the CAPP is final.