

Judson University Grade Change Request

Please read the *Grade Change Policy* below this form before beginning this process

Student: _____ ID#: _____

Course #: _____ Title: _____

Student Initiated Grade Appeal Process:

Reason for Grade Change Request (*Attach additional sheet of paper if necessary*):

Student's Signature _____ Date: _____, 20____

_____ Date: _____, 20____

Instructor's Signature

_____ Date: _____, 20____

Program Director's Signature: If Program Director is the instructor then the Dean's Signature is required.

Instructor Initiated (in signing, the professor acknowledges that *they* made an error in calculating the student's grade)

Change the grade from _____ to _____ Fall Spring Sum Post Term 20____

_____ Date: _____, 20____

Instructor's Signature

_____ Date: _____, 20____

Program Director's Signature: If Program Director is the instructor then the Dean's Signature is required.

For office use only:

2. _____ Date _____, _____	3. _____ Date _____, _____
Received: _____ By: _____	Received: _____ By: _____

Registrar's Office

The student and the instructor will receive a copy from the registrar's office after the grade change request is processed.

Grade Change Policy

Effective 8/26/2008 supersedes all previous policies

In order to maintain ethical practices and consistency campus-wide, grade changes are only allowed under **extreme** circumstances. Below are the guidelines for instructors to use if considering a grade change for a student.

Valid Reasons:

- ✦ Instructor-initiated: Instructor miscalculates the grade or submits Incomplete grade change.
- ✦ Student-initiated: Student follows the published Grade Appeal Process (shown below) during which time the determination is made that the student's grade should be changed.

Invalid Reasons:

- ✦ Student asks the instructor to change the grade.
- ✦ *Undocumented* learning disability, medical condition, psychological condition, family crisis, etc., that student failed to report to the professor in a timely manner.
- ✦ Student turns in work late after final grades are submitted (or retakes final).
- ✦ Student misunderstanding.
- ✦ Instructor leniency.
- ✦ Student submits extra credit work after final grades are issued.

Any student has the right to appeal a questioned grade to the course instructor in writing, if the student believes the instructor has miscalculated the grade, or has not given reasonable and timely assessment of the student's course assignments. The appeal process must conclude within six weeks of the start of the appeal. Grade changes submitted after the six-week deadline will not be processed.

A procedure has been established for resolving those occasions when a student actively disagrees with the grade received in a course.

- No later than two weeks after the student's receipt of the grade report listing the questioned grade, the student must confer with the instructor. If a grade inaccuracy is determined, the instructor will process a grade-change request. Grade changes must be submitted within four weeks of the start of the appeal.
- If agreement cannot be reached, the student may appeal to the division chair in writing. If the division chair can mediate an agreement between the student and instructor, a grade-change request may be processed. If no agreement can be reached, or if the instructor is also the division chair, the next step is applicable.
- The student may appeal the decision to the appropriate Dean in writing. The Dean shall investigate and render a decision. A decision by the Dean either to change the grade or leave it as it is, will be considered final.