GRADE CHANGE POLICY

Grades submitted by the Instructor of Record for a course to the Office of the Registrar are considered final. Students who believe a grade was assigned in error must contact the Instructor of Record for the course to request a review of their academic course work. Submission of a grade change to the Office of the Registrar can be made by the Instructor of Record no later than two (2) semesters following the term in which the grade was originally assigned. Requests for exceptions to this policy must be submitted in writing using the *Academic Policy Exception Request* form to the appropriate Dean. It is important to note that Instructors of Record are under no obligation to accept late or additional work from the student for the course under review.