

GRADE CHANGE REQUEST POLICY

A student has the right to challenge a given grade. However, the request must be made within one year following the semester in which it was given. If a student is requesting that a grade be changed, the following steps must be taken:

1. Student must submit a written request to the instructor who gave the grade.
2. If the matter is not resolved to the student's satisfaction, the student must follow the student complaint/grievance procedure as stated in the student handbook.