

# Grade Queries & Changes

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Grading is a matter of professional judgment and is the sole responsibility of the course instructor. A student with questions about a grade should contact the instructor as soon as possible, and no later than the end of 7<sup>th</sup> week after the last day of class of the semester/term in which the grade was earned. The student has the right to initiate a discussion to verify that the grade recorded is accurate. The faculty member has the professional responsibility to meet with the student and review how the grade was determined.

Any change in an assigned grade should reflect only identifiable and distinct errors in the evaluation process. If the instructor of record identifies an error, s/he must complete a Grade Change Form, stating the reason for the change, and submit it to the Office of the Registrar. Grade changes will only be permitted up to one year after the initial grade was recorded.