

## Policy on Changing of Grades

The initial award, and potential subsequent change of a student's grade in a course is, the prerogative of the individual faculty member responsible for the teaching of a specific course.

Grades may be changed at any time within 3 years of the completion of the semester for which the original grade has been awarded.

Grades are changed for valid reasons:

- Correction of error in calculating or recording the original grade.
- Removal of a grade of "I" or "I/F" (following completion of unfinished work).
- Demonstration of hardship or extenuating circumstance justifying a modification of the grading rubric for an individual student.
- Response to a student's successful academic grievance (as provided for in appendix C of the ESF Student Handbook).

If the appropriate faculty member should, for whatever reason<sup>1</sup>, become unable to responsibly act in this capacity, or in response to a student's successful academic grievance, the college may act administratively to change a grade.

To change a grade administratively, the Chair of the department offering the course or the Program Director and the Provost, or their designees, will sign off. A report of the grade change will be sent to the instructor of record (if contactable); a copy will also be retained in the student's records.

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<sup>1</sup> Death, substantial physical or mental disability, retirement, or separation from institution