

NORTHWEST VISTA COLLEGE  
PROCEDURE

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Procedure Number: AS 123  
Procedure Title: Grade Change Request

1. PURPOSE

This procedure defines the process for a student to request a review of the final grade received for a class.

2. GRADE CHANGE PETITION

1. A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. This year is the time allowed for a student to submit a grade change request, not to submit missing work or to redo previously submitted work for a higher grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course.
2. A student who believes that the grade received is incorrect should schedule a conference with the instructor and provide supporting documentation to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.
3. If the instructor is in agreement with the student, they complete the Change of grade form with their signature to the Chair and the Vice President for signature.
4. This is not the process used to change an Incomplete ("I") to a letter grade. A separate procedure is followed for this process.
5. If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within five (5) days of the instructor's decision.

Contact for Interpretation: Vice President of Academic Success

Relevant Board Policy:  
Relevant SACSCOC Principle:

Last Updated: September 11, 2016

Approved: \_\_\_\_\_  
Vice President of Academic Success