**AY21-13-B&C**

**Guidelines and Procedures for Grade Adjustments for Nonacademic Reasons**

1. Students are responsible for notifying the faculty member of errors in the assignment of grades (e.g., a C received instead of an A) immediately upon receipt of the grade. If confirmed, the instructor will submit a grade change using the “Report a Change of Grade” link in the Faculty & Advisors menu in Leo Online. If the grade is older than two semesters or has previously been changed, the instructor should complete an Academic Record Change Form (H-1002) and submit it to their department chair for approval. If the chair approves, they should sign the form and forward it to the Registrar’s Office for processing. If the chair does not approve, they should notify the instructor of the reasons for denial.

When a grade change is needed and the instructor who assigned the grade has left the university or is no longer available, the student should contact the chair of the department who will be responsible for verifying the change and submitting an Academic Record Change Form to the Office of the University Registrar.

1. Students are responsible for notifying the Office of the University Registrar of administrative errors (e.g., drop/add submitted but not processed) immediately upon receipt of the grade. Students are notified via email when a change of grade is processed by the Registrar’s Office.

*Rationale:* Some of the procedures regarding grade adjustments in the current policy are not accurate and do not reflect current practice. In addition, a University policy statement is needed to address how to handle grade changes when the original instructor has left the University and/or is no longer available. These situations often arise because of a miscalculation or an assignment that wasn’t graded.