

## **GRADE CHANGES ON OFFICIAL CLASS ROLLS**

Whereas grades on official class rolls are extremely important permanent records, they should be changed only when an obvious error or oversight has been committed.

No grade of A, B, C, D, F, W, AU, NC, or CR will be changed after one long semester, following the semester when the grade was given, has expired. Exceptions to the above policy may be appealed in writing to the appropriate Dean.

Appeals to change a grade must bear the signature of the student, the instructor, and the appropriate Divisional Director before submitting to the Dean for action.