



## The American University of Kurdistan Change of Grade Policy

Policy Number: AS008

Effective Date: October, 04 2020

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose is to set forth a policy to provide guidelines for faculty to change a grade when clerical errors occurred to ensure academic integrity.
- c. **Scope:** This policy applies to all enrolled students, faculty, deans, and programs.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** The Director of Admissions and Registration
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

### III. CHANGE OF GRADE POLICY STATEMENT

After a faculty member has submitted final grades in the end-of-semester course grade report, all requested changes of grades are completed through the submission of a Grade Change Form. Grades may be changed by a professor only to correct a computational or transcription error on the part of the professor, or to change an “Incomplete” (I) to a final grade after the student has fulfilled the “I” contract. (Incomplete grades are assigned according to the Incomplete Grade Policy.)

The grade computational or transcription error is considered as a clerical error, which is an error made by the professor or the college administrative assistant in calculating or recording

the grade or where the professor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.

It is the student's responsibility to review final grades at the close of a semester or other academic session. If an error has been made in recording or reporting grades, the professor may initiate a grade change. If a student believes an error has occurred, the student should contact the professor. If the professor determines that there is not a valid basis for the change, and denies the student's request, the professor's decision is final. Students who have reason to believe a grade was incorrectly issued will follow the University's Student Academic Grade Grievance Policy.

The grade change is completed in writing at the Admission and Registration Department no later than four weeks into the semester (fall or spring) following the semester for which the course was registered. (For example: A course registered and graded in the fall semester may be changed up to four weeks into the spring semester; a course registered and graded in the spring semester or summer sessions may be change up to four weeks into the fall semester.)

No grades may be changed for a student after the student has graduated. The student's cumulative grade point average is frozen at the time of graduation and cannot be changed.

#### **IV. CHANGE OF GRADE POLICY PROCEDURES**

##### **a. Professor**

- i. Initiates Grade Change Form
- ii. Completes student and course information requested
- iii. If grade change is for removal of Incomplete (I), checks that box and gives date contract was completed.
- iv. If grade change is to correct a grade given in error, checks the box entitled Correction of Grade, fully completes explanation section, attaches copy of grade book, grade scale, and attendance record.

##### **b. Dean**

- i. If the Dean approves the grade change, the Grade Change Form is signed and sent to the Admission and Registration Department for processing.
- ii. If disapproved, the form is returned by the Dean to professor.

Note: a student may not hand-carry any form on which a grade is given.

##### **c. Admission and Registration Department Grade Change Review and Process**

- i. Admission and Registration Department receives Grade Change Form from Dean.
  - ii. Grade change is reviewed and if there are no questions, it is processed.
  - iii. Questions are referred to the appropriate Dean.
  - iv. The original copy of the change is filed in the student's permanent file.
- d. Semester grades other than "I" are considered final. Once a final grade has been submitted to the Admission and Registration Department, it may be changed only if the

professor determines that an error was made in calculating the grade or the student successfully appeals the grade.

- e. Any student who feels that the final grade he/she has received in a course is incorrect may file a formal grade appeal per Student Academic Grade Grievance Policy.

Note: professors cannot submit a request to change “F” and “I” grades to “W.” this will require an appeal.

## **V. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** October 03, 2020
- c. **Amended:** October 03, 2020

## **VI. APPENDIX – GRADE CHANGE FORM**

Appendix – Grade Change Form

Grade Change Form

\_\_\_\_\_  
Student' name

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Department

\_\_\_\_\_  
Professor Name

\_\_\_\_\_  
Student Major

**GRADE CHANGE**

Semester	Year	Course#	Section	Course Title	Credit Hours	Grade From	Grade to

- Removal of Incomplete ("I")                      Date Contract completed: \_\_\_\_\_
- Correction of Grade (Attach copy of grade book and/or attendance record.)

Explanation Required – Reason for Requesting Grade Change:

\_\_\_\_\_  
Professor Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

**RECEIVED:**

\_\_\_\_\_  
Admission and Registration Department

\_\_\_\_\_  
Date