

Requesting a Grade Change

Students requesting grade changes on their transcripts should initiate the requests within the semester following the one in which the grades were received. Students must contact instructors to initiate the changes.

Beginning with the second semester following the grade posting, students must request approval from both the instructors and the division chair/director who supervised the instructors. If the instructors are no longer employed by the college, students should make their requests to the chair/director of the division in which the course was taught.

Students may not receive approval for grade changes after one year from the posting of the grade.