

Grade Change, Student Initiated

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead, CA 91770

phone 626.571.8811 fax 626.571.1413

This form is initiated by student but MUST BE SUBMITTED by faculty.

All grade changes must comply with UWest policy as specified in the catalog.

All grades except incomplete are final when posted by the instructor. Grade changes are made only in case of clerical or procedural error or exceptional circumstance. Once a term is complete, grades cannot be revised by re-examination, submission of late work, or completion of extra assignments except as allowed as terms of an approved and recorded incomplete grade.

Students who feel a grade awarded is incorrect should submit this request to the instructor. Requests must be initiated no later than the last day of the term immediately following term grade was awarded.

If the request is denied, students retain the right to file a Grade Grievance. Contact the Registrar's Office for assistance.

TO BE COMPLETED BY STUDENT

Name: _____ Student ID #: _____

Course Code: _____ Course Name: _____
(e.g. PSY 420)Semester & Year Course was Completed: _____ Instructor Name: _____
(e.g. Fall 2019)

Student Signature: _____ Date: _____

TO BE COMPLETED BY INSTRUCTOR

Instructor: All grade changes must adhere to university policy as published in the catalog.

After review, instructor submit approved/denied form to Department Chair. Forms will not be accepted from students.

Request Approved Denied

If Approved, Grade Originally Awarded: _____ Revised Grade: _____

Reason for Grade Change or Denial of Request (attach documentation if applicable):

Instructor Signature: _____ Date: _____

ADMINISTRATIVE APPROVALS

This form must be submitted by student to instructor, and by instructor to chair, EXCEPT when the instructor is no longer on faculty. In this case only, students may submit form directly to chair. This form is not used for grade grievances.

Chair approval required on all requests.

CAO approval required when instructor is no longer on faculty or exceptional circumstances apply.

A General Petition showing significant cause is required for exceptions to standard deadline.

Department Chair Signature: _____ Date: _____

Chief Academic Officer Signature: _____ Date: _____

For Office Use Only

Registrar's Office: _____ Date Received: _____ Date Processed: _____ Grade Issued: _____

NOTES: