





## Records Office – Change of Grade Policy

	<p>Students have _____ from the start of _____ semester to submit their written request to the instructor for _____ grade changes.</p> <p>For _____, all students must submit their request(s) no later than _____</p>
	<p>Instructors have _____ to report back to the student and the Department Chair of his/her decision to grant or decline the grade change. The 10 business days start when the instructor receives the request from the student, which means within the student's 10 business days.</p> <p>For _____, the instructor must submit the Change of Grade Form to the Records Office _____</p>
<p>According to the policy, the Records Office cannot accept a change of grade after February 10, 2025, for Fall 2024.</p>	

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Initial Final Grade  
Midterm Grade

