

# AMARILLO COLLEGE CHANGE OF GRADE FORM

Any grade change must be made by the instructor of record, or in the absence of the instructor, by the Department Chair. \*Request for grade changes made more than six (6) months after the initial grade determination must also be approved by the Division Chair and Vice President/Dean of Instruction. Grade changes will not be made without sufficient justification whether provided by the instructor of record, the chair, or the student.

Name: \_\_\_\_\_ Student ID or Social Security #: \_\_\_\_\_

Current Mailing Address (this is for incomplete grade changes): \_\_\_\_\_

Term: \_\_\_\_\_  
(Semester/Year)

For: \_\_\_\_\_  
(Course ID, Name/Number/Section, and Title)

Grade From: \_\_\_\_\_ To: \_\_\_\_\_  
(Grade Of) (Grade Of)

Reason for Change: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\*If 6 month period lapsed

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Department Chair Signature

\_\_\_\_\_  
\*Vice President/Dean of Instruction Signature

## GUIDELINES

Grades should be changed when an error is discovered. Changes for other reasons should be made from a common concept of academic integrity.

A grade should not be changed unless the instructor (of record) can support the change with his/her records or official college records.

Grades should not be changed arbitrarily because a student wants to improve a grade-point average. There must be some extenuating circumstances or justification to convince the instructor that such a change would be consistent with the "common concept of academic integrity." Likewise, a letter grade should not be changed to "W" unless mitigating circumstances prevented the student from processing a withdrawal. In such circumstances, the instructor may require that the student provide appropriate documentation.

Successfully repeating a course does not justify changing a previously earned grade to a "W" since policy allows students to improve their GPA by repeating courses.

For graduation purposes, students may petition the Dean of Instruction for permission to exclude from the GPA calculation any course not required for their major.