##### GRADE CHANGE FORM

**Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Campus** | | **College** |
| **Abu Dhabi** | **Dubai** |  |

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Data:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Course Reg. No (CRN)** | **Course No.** | **Section No.** | **Credit Hours** |
|  |  |  |  |  |

**Previous grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Change the grade to: \_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for changing the grade:**

Data Entry Error Instructor Grade Change

Instructor Error I grade update

Substitute Grade

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Department chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Dean’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Enrollment Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade Change Guidelines Process: (Policy and Procedures ACA-ADM-14)**

A student who wishes to challenge the accuracy or fairness of his/her final course grade may appeal the grade within three (3) working days of publication/posting of the final grades:

1. He/she should first raise the concern directly with the course instructor, and request clarification/confirmation of the accuracy and propriety of the final grade.
2. If the instructor agrees that there was an error, the process for changing the grade must be followed.
3. If, after meeting with the course instructor, the student remains convinced that the grade assigned is in error, he/she may raise the issue with the Chair of the Department/Graduate Program Coordinator.
4. If, after meeting with the Department Chair/Graduate Program Coordinator, the student remains convinced that the grade assigned is in error, he/she may **raise the issue in writing with the Dean of the College.**
5. The Dean of the College should form a committee to review the details and the accuracy of the student’s grade and provide its recommendations to the Dean.
6. The Dean’s recommendation shall take either one of the followings: (a) case approved; or (b) case denied; or (c) case needs further analysis.
7. The recommendation of the Dean of the College should be communicated to the University Registrar within three (3) working days of the Dean’s receipt of the written appeal.
8. The decision is communicated to the Department Chair/Graduate Program Coordinator, and the student through the Office of the Registrar.