



1. PURPOSE

This policy establishes the criteria, process, and responsibilities for requesting, reviewing, and processing changes to final course grades at AUP. It ensures that grading corrections are handled fairly, consistently, and transparently, and that grade records reflect accurate assessments of academic performance.

2. WHO IS AFFECTED BY THIS POLICY

This policy applies to all undergraduate and graduate students enrolled in courses at AUP, as well as to all teaching faculties responsible for assigning final grades.

3. POLICY STATEMENT

3.1 General Principle

Grades submitted at the end of a semester are considered final. Changes to final grades are allowed only in cases where a clear error in recording or calculating the grade has occurred. Grade changes based on reevaluation of academic work or after-the-fact improvement are not permitted under this policy.

3.2 Student-Initiated Grade Concerns

If a student suspects a final grade has been recorded in error, they must contact the course professor as soon as possible, and no later than the end of the semester following the one in which the grade was issued. The initial communication should be in writing and include a clear description of the perceived error.

3.3 Faculty Review and Submission

The professor is responsible for reviewing the grade calculation and verifying whether an error occurred. If an error is identified, the professor must complete a Grade Change Request Form, stating the reason for the correction, and submit it to the Department Chair or designated academic administrator for review and endorsement.

3.4 Approval and Processing

Once reviewed and endorsed, the Grade Change Request is submitted to the Registrar's Office for processing. The Registrar will update the academic record and inform the student of the change. All grade change requests must be fully processed no later than the end of the semester following the one in which the original grade was issued.

3.5 Grade Disputes Not Based on Errors

Requests to reevaluate academic judgments or dissatisfaction with grades not based on administrative error must follow the procedure outlined in the "FINAL GRADE CHALLENGE PROCEDURE" AA035EN

4. RESPONSIBILITIES

Students

Responsible for initiating timely communication with faculty when a grade appears incorrect.

Faculty

Responsible for reviewing grade accuracy and, if necessary, initiating the change process using the appropriate form.

Department Chair / Academic Administration

Reviews and endorses grade change requests submitted by faculty before Registrar processing.

Registrar's Office

Maintains official grade records and processes approved grade changes in the academic system. Notifies the student once changes are completed.

5. DEFINITIONS/ KEY TERMS

Grade Change: A correction made to a final course grade due to a documented administrative or calculation error.

Grade Change Request Form: An official form used by faculty to request grade modifications due to errors.

Final Grade: The grade recorded at the end of the term that appears on the student's transcript.

6. APPROVALS & HISTORY

This long-standing policy was reviewed in Fall 2025. The next review will take place in Fall 2028.

7. ISSUING OFFICE AND CONTACT

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