VIII. Grade Changes

A. Grade changes are to be made only in the following circumstances:

i. When an incorrect grade was entered.
   a. If a student claims grading errors, s/he must notify the instructor no later than the last day of the following semester, excluding summer semester.

ii. When a student has completed the work required to finish a class for which an incomplete grade has been assigned.
   a. Grade changes for incomplete grades must be submitted within one calendar year of the grade being issued.

iii. When a student's Exception to Policy Petition has been granted.
   a. Exception to Policy Petition must be received within four calendar years of the grade being issued.