



## Alfaisal University

### Grade Change Policy

Grade can be changed his/her grade according to the policies below.

#### Policy

- Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:
  - É Write a formal letter to the Instructor (or to the Dean of the College if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course.
  - É Provide the following information in the letter: name and student ID, course number, title, and section; semester and year taken; name of the Instructor and a clear statement of the grade change request and reasons which justify the request.

#### Procedure

- Faculty members, upon receiving student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization Form, with appropriate documentation and submit it to the Dean for authorization. The grade change is forwarded to the Office of the Registrar. A faculty member may not change an F grade to a W grade in those cases in which the student did not follow the proper procedures for withdrawing from the course.
- The Grade Change Authorization Form should be send to in a confidential way to the registrar office.

- **Grade Modification Request**

<https://portal.alfaisal.edu>