



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

**POLICY TITLE: Grade Changes**

**OVERVIEW:** Information on the policy for a change of grade

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Registration and Records

**DATE UPDATED:** July 2008

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Grade changes should be restricted to correcting errors in the instructor's calculation of a student's final grade. If the grade change is justified for a reason other than instructor error, a written explanation for the change is required on the College's *Request for Change of Grade* form and should be submitted to the Office of Registration and Records.