



## The American University of Kurdistan

### Policy of Change of Grade

Policy Number: AS008  
Effective Date: October 4, 2020

1. **Policy:** This policy outlines the standards and procedures governing the change of grades for academic courses at The American University of Kurdistan (AUK). The University is committed to maintaining the integrity, accuracy, and fairness of its academic records. All regulations related to grade changes must be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be made readily accessible to the University community, published on the AUK website, and reviewed regularly to ensure its continued effectiveness and alignment with AUK's academic mission and institutional policies. Members of the AUK community are expected to comply with all provisions of this policy as approved by the AUK Board of Trustees (BoT).
  - a. **Purpose:** The purpose of this policy is to establish clear guidelines for faculty to correct grades in cases of clerical errors, thereby ensuring the integrity of academic records.
  - b. **Scope:** This policy applies to all enrolled Students, Course Instructors, Department Chairs, College Manager/Coordinator/Assistant, College Deans, Academic Programs and the Admissions and Registration Department (ARD).

#### 2. Definition of Terms:

**Change of Grade:** A formal modification to a previously recorded final course grade, initiated and processed in accordance with University procedures.

**Clerical Errors (Grade Error):** Any mistake in the calculation or recording of a student's grade by the course instructor or an error discovered during reevaluation of the student's original assignments.

**Cumulative GPA (cGPA):** The overall grade point average across all courses taken at an institution.

**Final Grade:** The official grade assigned by the course instructor at the end of the academic term and recorded in the University's student information system.

**Grade Point Average (GPA):** The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.

**Incomplete Contract (I-contract):** The formal agreement between faculty and student specifying requirements and deadlines to complete coursework for an Incomplete grade.

**Incomplete Grade:** An Incomplete ('I') grade is a temporary grade assigned when a student has not completed all required coursework by the end of the academic term due to extenuating circumstances. It may be granted in cases of illness, necessary absence, or other reasons beyond the student's control. The Incomplete grade allows the student additional time, as specified by institutional policy, to complete the remaining course requirements before a final grade is recorded.

**Student Records:** The Student Records pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

### 3. Responsibilities:

- a. **Issuing Unit:** The ARD holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** Course Instructors, College Manager/Coordinator/Assistant and Department Chairs serve as stakeholders in the change of grade process, ensuring that grading accuracy, academic integrity, and all relevant instructional considerations are appropriately reviewed.

### 4. Procedures

#### Grade Change Process

- The process of requesting a grade change may be initiated either by the student or the Course Instructor. If a student believes that an error has occurred in their grade, the student must first contact the Course Instructor to review the concern.
- The Course Instructor will determine whether a grade change is warranted and, if so, will initiate the formal process.
- The Course Instructor shall complete the Grade Change Form (See Section 6: Related Documents) and provide all required student and course information requested.
- The Dean of the College to which the instructor is affiliated shall review the Grade Change Form and, if approved, sign and forward it to the ARD for processing; If the request is disapproved, the form shall be returned to the College Manager/Coordinator/Assistant, who will officially notify the student via email.
- The ARD shall review and process the request in accordance with University procedures, and the original form shall be filed in the student's academic record. The ARD reserves the right to reject any request that does not comply with established policy.

#### All provisions governing the change of grades shall be aligned with the following requirements:

- After submission of final grades in the end of semester course grade report, all requested grade changes must be completed through the Grade Change Form. Reasons for grade changes, in alignment with University policies, include verified clerical errors, the removal of incomplete grades, and the updating of in-progress grades.
- A grade change shall not occur as a result of acceptance of additional work or reexamination beyond the specified course requirements.
- Following any grade change that impacts the student's cGPA, the resulting effects will be reviewed, including scholarship status, academic standing, probation, financial aid eligibility, and qualification for honors or awards.
- Students are responsible for reviewing final grades at the close of each semester or academic session.
- Grade changes must be completed in writing at the ARD no later than four weeks into the semester following the semester in which the course was registered.
- Guidelines governing the change of I or IP grades are outlined in Policy of Incomplete Grades (See Section 6: Related Documents)
- No grades may be changed after a student has graduated; the student's cumulative GPA is frozen at the time of graduation.
- If students deem that they have been subjected to unfair treatment, they may file a grievance in accordance with the Policy of Student Grievance (See Section 6: Related Documents).

## 5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
<b>Policy Revision Announcement</b>	ARD	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
<b>Implementation Support</b>	ARD	March – April, 2026	Email, information sessions	Provide support to employees/student affected by the policy; Monitor early implementation challenges
<b>Feedback Collection</b>	ARD	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
<b>Periodic Reviews and Updates</b>	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

## 6. Related Documents

[Grade Change Form](#)

[Policy of Academic Integrity](#)

[Policy of Incomplete Grades](#)

[Policy of Student Grievance](#)

[Policy of Incomplete Grades](#)

## 7. Ways to Measure Success

Any processed change of grade request must be accompanied by a completed and fully signed form from all relevant constituencies, submitted within the established deadlines, and shall be retained in the student's official record.

ARD is responsible for maintaining the necessary data related to grade changes. Upon request, the Office of the Provost shall be responsible for reviewing the requested information.

## 8. Policy History

- a) **Approved by:** Board of Trustees
- b) **Adopted:** October 4, 2020
- c) **Revised:** January 18, 2026