UNIVERSITY OF JUSTICE

GRADE CHANGE PETITION

1. STUDENT & COURSE INFORMATION

FULL NAME _____

STUDENT ID NUMBER _____

COURSE TITLE _____

COURSE CODE & SECTION _____

SEMESTER / YEAR _____

INSTRUCTOR NAME _____

2. PETITION DETAILS

ORIGINAL GRADE _____

REVISED GRADE _____

REASON FOR REQUEST:

- ☐ Calculation error in final grade determination
- ☐ Data entry error (clerical/typographical)
- ☐ Oversight in grading submitted material
- ☐ Other (Explain below)

JUSTIFICATION AND EXPLANATION:

3. AUTHORIZATION & APPROVALS

_____ Student Signature

_____ Date

_____ Instructor Signature (Select: [ ] Approved [ ] Denied)

_____ Date

_____ Department Chair / Registrar Oversight

_____ Date

UNIVERSITY OF JUSTICE

POLICY AND INSTRUCTIONS

Institutional Policy on Grade Changes

The University of Justice (USJ) maintains the highest standards of academic integrity. Once a final grade is submitted by an instructor to the Office of the Registrar, it is considered a permanent part of the student's academic record. Changes are permitted only in the event of a **demonstrable error**.

Prohibited Bases for Petitions:

- Submission of extra work after the term has concluded.
- Re-taking examinations or re-submitting assignments after final grades are posted.
- Requests based on the desire to maintain scholarship eligibility or GPA requirements without evidence of a grading error.

Submission Deadlines

Petitions must be filed no later than **thirty (30) calendar days** after the start of the subsequent academic term. Requests submitted after this residency period expire and will not be processed without an appeal to the Academic Standards Committee.

Filing Instructions

1. **Initiate Discussion:** The student must first contact the instructor of record to discuss the grade and identify any potential errors.
2. **Form Preparation:** If an error is identified, the student completes Section 1 and Section 2.
3. **Instructor Review:** The instructor reviews the petition. If the instructor agrees to the change, they sign Section 3 and forward the form to the Department Chair.
4. **Final Verification:** The Department Chair verifies the request and forwards it to the Registrar for final entry into the Student Information System.

Contact Information

For digital submission portals, policy manuals, and academic counseling, please visit our central web resource:

www.universityofjustice.us