
Change of Grade by Faculty

POLICY STATEMENT

In case of an error in recording a final grade, a student may request a grade change by faculty no later than 30 days after the date the final grade has been posted.

PROCEDURE

Once a grade for a course has been officially posted to the student's permanent record by the Registrar, the instructor may change the grade due to the following:

1. An error occurred in the computing and/or recording of the grade or,
2. An incomplete grade (I) was originally recorded.

A Change of Grade request form must be initiated by the instructor and completed with approval signatures including the instructor, and the Dean/Associate Dean. The request is then submitted to the Registrar.

In case of a grade appeal, refer to the "Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty."

RELATED INFORMATION

Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty

POLICY HISTORY

Adopted April 7, 2015
