I. POLICY

Changing a student grade, after the grade has been recorded, should only be done in very rare circumstances.

The Grade Change Policy and Procedure provides the instructor with the opportunity to change a grade for a course on his or her own initiative. The Policy recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice, or arbitrariness may request a change of grade per the Procedure listed below.

This Policy is not intended to allow students to complete or repeat work, exams, or extra credit that was due during the semester. In instances where the student cannot complete coursework during the semester, the student should request an Incomplete grade be assigned, as per the Incomplete Grade Policy and Procedure, Chapter 3.
II. PROCEDURE

1. Once final grades have been recorded, an instructor may change a grade via the Grade Change Form (available in the Registration Office).

2. The Grade Change Form must be completed and signed by the instructor, including the rationale for changing the grade.

3. The instructor will then submit the completed and signed Grade Change Form to the Registration Office.

4. The Registrar will record the grade change and distribute copies to the student file, instructor, provost or designee, and original class list grade sheet.