



GRADE CHANGES

POLICY

After a faculty member has submitted final grades through the Web, all requested changes of grades are completed through the submission of a “Grade Change” form. Grades may be changed by an instructor only to correct a computational or transcription error on the part of the instructor, to change an “I” to a final grade after the student has fulfilled the “I” contract, or in cases where the student has documented that an illness/accident at the very end of the semester prevented the student from completing the course(s) or from requesting an “I” contract.

Instructors may not request a grade change based on extra work done by the student after the semester ended or based on work a student submitted after the published deadline (unless, as indicated above, an acceptable reason existed for the student’s failure to notify the instructor in a timely fashion).

PROCESS

1. **Instructor**
 - a. Initiates [Grade Change Form](#) (Form 1441/002).
 - b. Completes student and course information requested.
 - c. If grade change is for removal of Incomplete (I), checks that box and gives date contract was completed.
 - d. If grade change is to correct a grade given in error, checks the box entitled Correction of Grade, fully completes explanation section, attaches copy of grade book, grade scale, and attendance record.

2. **Division Dean**
 - a. If a Division Dean approves the grade change, the Grade Change Form is signed and sent to the Registrar’s Office for processing.
 - b. If disapproved, the form is returned by Division Dean to Instructor.

NOTE: A STUDENT MAY NOT HAND-CARRY ANY FORM ON WHICH A GRADE IS GIVEN.

3. **Registrar's Office Grade Change Review and Process**

- a. Registrar's Office receives [Grade Change Form](#) (Form 1441/002) from Division Dean.
 - b. Grade change is reviewed and if there are no questions, it is processed.
 - c. Questions are referred to the appropriate Division Dean.
 - d. The original copy of the change is filed in the student's permanent file.
4. Semester grades other than "I" are considered final. Once a final grade has been submitted to the Office of the Registrar, it may be changed only if the Instructor determines that an error was made in calculating the grade or the student successfully appeals the grade.
5. A change of grade may be approved by campus authorities only if the Instructor submits it within one calendar year of the date the original grade was issued to the student. Any change of grade submitted after one calendar year has elapsed must be approved by the Vice Chancellor for Academic Affairs.
6. Any student who feels that the final grade he/she has received in a course is incorrect may file a formal grade appeal. This appeal must proceed through the College's [Academic Appeals Procedures](#).

NOTE: INSTRUCTORS CANNOT SUBMIT A REQUEST TO CHANGE "F" AND "I" GRADES TO "W." THIS WILL REQUIRE AN APPEAL.

Policy Reference:

Original publication in Policy and Procedures Memorandum, DM 1440.2G, *Academic Procedures Manual*, issued August 15, 1994.

Updates Approved by Academic Affairs Council 2/15/07