- I. Introduction
- II. Roles and Responsibilities
- III. Change of Grade Policy Statement
- IV. Change of Grade Policy Procedures
- V. Policy History
- VI. Appendix: Grade Change Form
 - a. : The Board of Trustees

the grade or where the professor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.

academic session. If an error has been made in recording or reporting grades, the professor may initiate a grade change. If a student believes an error has occurred, the student should contact the professor. If the professor determines that there is not a valid basis for the change, and professor inal. Students who have reason to Student Academic Grade

Grievance Policy.

The grade change is completed in writing at the Admission and Registration Department no later than four weeks into the semester (fall or spring) following the semester for which the course was registered. (For example: A course registered and graded in the fall semester may be changed up to four weeks in to the spring semester; a course registered and graded in the spring semester or summer sessions may be change up to four weeks in to the fall semester.)

cumulative grade point average is frozen at the time of graduation and cannot be changed.

a.

- i. Initiates Grade Change Form
- ii. Completes student and course information requested
- iii. If grade change is for removal of Incomplete (I), checks that box and gives date contract was completed.
- iv. 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.

b.

- i. If the Dean approves the grade change, the Grade Change Form is signed and sent to the Admission and Registration Department for processing.
- ii. If disapproved, the form is returned by the Dean to professor.

Note: a student may not hand-carry any form on which a grade is given.

C.

- i. Admission and Registration Department receives Grade Change Form from Dean.
- ii. Grade change is reviewed and if there are no questions, it is processed.
- iii. Questions are referred to the appropriate Dean.
- iv. The original copy of the

d.

submitted to the Admission and Registration Department, it may be changed only if the

Appendix Grade Change Form

Grade Change Form

Professor Name

ID#

Department

Student Major

Semester	Year	Course#	Section	Course Title	Credit Hours	Grade From	Grade to

Date Contract completed: _____

□ Correction of Grade (Attach copy of grade book and/ or attendance record.)

Explanation Required Reason for Requesting Grade Change:

Professor Signature

Date