



SUBJECT: Grade Changes	Effective Date: July 1, 2011	Policy Number: 01-1-025
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Chief Academic Officer	

I. Purpose of the policy/Policy statement

Grades submitted to the Registrar are official and final. However, provisions must be made to protect students if a grade has been inaccurately submitted or recorded or a grade appeal review indicates that a grade was unfairly assessed.

Once any grade other than an incomplete is submitted to the Office of Student Records, it is final and official. A change of grade can occur only to rectify an error: the faculty makes an error in transcribing or computing a grade, has overlooked student work submitted by the student at the time assigned, or the system has transcribed a grade different from the one submitted. A grade may not be changed officially because of revised judgments by the instructor or for work submitted after any final grade, other than an incomplete, has been recorded.

An academic grievance policy is described in the Student Handbook applying to a student who feels a grade has been levied unfairly. Once the due process system is concluded and the Committee and the Chief Academic Officer can approve a change.

II. Applicability/Scope

This applies to all official grades of the College.

III. Definitions

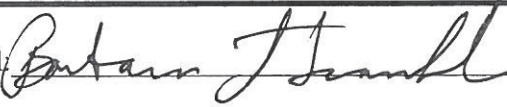
Definitions of terms (as needed).

IV. Implementation procedures

Responsibility	Action	Timeline
Faculty Member	Fully completes a Change of Grade Request form with appropriate documentation	By the deadline for submission of incomplete changes the semester following the course
Division Chair	Signs approval	Within one working week
Chief Academic Officer	Signs approval	Within one working week
Registrar	Records grade change	Within one working week

V. Related policies/References for more information

Catalog, Change of Grades
Student Handbook, Academic Grievance Policy

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	