

Policy Number: 05.007
Policy Title: Change of Grade Policy
Policy Type: Academic/ Registrar Related
Responsible Party: Registrar, Instructors
Governing Bodies: Faculty Assembly
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Change of Grade Policy

All grades assigned by course instructors are final at the time of submission by the instructor. The Office of the Registrar is authorized to change a final grade upon written request of an instructor provided a clerical or procedural error is the reason for the change. Examples of clerical or procedural errors include miscalculations in the adding of scores, incorrectly transcribing grades, or the inadvertent exclusion of student work that was completed during the term. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of I (incomplete grade), the completion of additional work. The temporary indicators of M (pending academic dishonesty case) and NG (no grade reported) may also be changed at the instructor's request.

A change of grade is accomplished by the course instructor submitting to the registrar a Change of Grade Form, available from the Registrar's Office. The temporary indicators I and NG must be changed by the end of the fifth week into the following term (unless other arrangements have been made and documented) or those grades will convert to F. A grade of M must be changed by the time final grades are due at the end of the following term or the M will convert to F.