PURPOSE

The purpose of this procedure is to define the process for changing grades.

PROCEDURE

Changes may be made within one calendar year from one letter grade to another or by midpoint of the next regular semester to change an incomplete to a letter grade.

1. The instructor completes a grade change form which may be obtained from the Office of Student Records and in off-campus sites.

2. Grade changes may be made as follows:
   - Incomplete grade deadline: Must be completed by midpoint of the next regular semester. Instructor and division dean signatures are required.
   - Change of one letter grade to another: Must be completed within one calendar year. Requires justification/reason for change, signature of instructor, and
approvals from the divisional dean and the Vice President for Academic Affairs.

3. The divisional dean reviews the grade change request and, if approved, signs the form and forwards a change from an incomplete to a letter grade to the Registrar or forwards a change of one letter grade to another to the Vice President for Academic Affairs for approval.

4. If approved, the Vice President for Academic Affairs forwards the completed grade change form to the Office of Student Records. The grade is changed on the student database. The grade change form is placed in the student’s permanent academic file. No grade change can be made from one letter grade to another after one calendar year.

5. The student is forwarded a copy of his/her updated transcript within five business days after the grade change is completed.