

3357:13-14-30 Grade Change Policy

- (A) A grade change is the change of any originally assigned grade to another, including grades of “I” and grades earned by administrative withdrawals. Permissible reasons for changing a grades are:
- (1) To correct an error in recording computation
 - (2) To remove a grade of incomplete
 - (3) To reflect the judgement of the Chief Academic Officer (CAO) acting in accordance with established college procedures concerning grade appeal.
- (B) Grade Point Average is recalculated after the grade change. Grade changes other than medical withdrawals will be considered only during the term immediately following the one in which the grade was assigned. A change in grade must be approved by the dean of the academic unit. A grade will not be changed after a degree has been conferred. The Registrar will change a student’s academic standing if necessitated by a change of grade, except in cases of academic suspension. If a student is suspended, the CAO will review the suspension and readmit the student if warranted.
- (C) If an instructor determines that an assigned grade was issued incorrectly due to a clerical or procedural error, it can be corrected by submitting a student grade change form. A grade change is also required if the instructor failed to report a final grade or has previously issued an incomplete grade to the Registrar.
- (1) If a student’s grade has been assigned incorrectly due to clerical or procedural error, or because of failure to submit a final grade by the grade reporting deadline, the instructor of the class must complete the student grade change form. This includes the student’s ID, the course number, the term in which the class was taught, and the reason for the requested change.
 - (2) The faculty member’s dean will review the requested change to assure that College policies have been followed. The instructor may be contacted by the dean if there are questions or concerns. If approved, the dean will forward the approved change to the Office of the Registrar.
 - (3) The request is again reviewed by the Office of the Registrar staff and any questions or concerns are directed to the approving dean or instructor.
 - (4) If approved for processing, the grade change is entered on to the student’s academic record and the student’s grade point average is updated. If the change qualifies the student for an academic status change or dean’s list honors that change is also recorded.

Effective: December 1, 2015

Expires: December 1, 2020

Review Dates: 9/29/15