

Change of Grade Policy

A change of grade must be made within one year after the conclusion of the class:

- The faculty of record for the course is the only person who can make the grade change, and this would also include a change of an F to a W.
- The faculty of record would be the only signature required.

In the event that the faculty of record is unable to be located or reached after reasonable attempts, and after a reasonable amount of time, the student's request for a grade change, with the signature of both the appropriate department chair and dean, would go to the Appeals Committee, and the Appeals Committee could make a recommendation to the Senate. If the Appeals Committee denies the request, the issue would end. If the Appeals Committee is on extended recess (June through August), the appeal would go directly to the current Senate President. The Senate President would poll the Senate body by email to get their sense of the appeal and then act accordingly.

In the case of changing an F to a W, the college must provide the faculty member of record all information necessary in order for the faculty member to approve this change, and the college must have, in writing, approval from the faculty of record in order to make this change. If the faculty member is not available, then the request for change of an F to a W would go through the steps outlined in #2.