

POLICIES AND PROCEDURES

Subject: Grade Assignment and Grade Change Reference: B-XIV-b

Source: Vice President, Instruction Eff. Date: August 1, 2007

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated February 9, 2001.

Date: August 1, 2007

At the end of each semester or term, instructors shall assign a grade for each student enrolled in their classes, in accordance with the College grading system, and shall submit their grades to the Office of Student Records. Public posting of grades is prohibited.

If the instructor desires to change a grade originally assigned, the instructor may request that the grade be changed by submitting a Grade Change Request form to the Office of Student Records within the next long semester immediately following the enrollment period during which the student was assigned the (original) grade. Grade change requests not submitted within the time limitations prescribed (above) or involving other unusual circumstances, shall be referred by the Registrar to the appropriate Dean for approval.