

POLICIES AND PROCEDURES

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

Source: Vice President, Instruction Eff. Date: May 1, 2014

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated August 1, 2007.

Date: May 1, 2014

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 College's Student Administrative System for verification by 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 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 to the appropriate Dean for approval.

A student may appeal a grade within a period of one year from the day the class ends. Questions regarding potential grade errors should be directed to the instructor of record. Grade changes may be made by the instructor of record only or, in the absence of the instructor, the appropriate Dean. Grade appeals will not be considered after one year.