GRADE CHANGE GUIDELINES

The following actions will be taken for grade change requests that come to the professors’ attention.

Professors’ responsibilities:

- Instructor will fill out the grade change card
- The grade change card should include student’s name, course/section and the semester that the course was taken.
- Detailed explanation for the grade change.
- Only the Instructor’s signature is needed for any grade changed that is after grades are due and before the next semester begins.
- Only the Instructor’s signature is needed if INC grade is changed to a letter grade before the last day of the next semester.

Note: The card will be returned to the instructor if any of the above information is missing.

The following actions will be taken for grade change requests that come to the Chairs’ attention.

Chair responsibilities:

- The grade change card should include students’ name, course/section and semester that the course was taken
- Detailed explanation for the grade change
- Instructor’s signature
- Instructor’s and chair’s signatures are needed for any grade changes that are submitted after the next semester begins.

Note: If any of the above is missing the chair needs to return the card to the instructor.
The following actions will be taken for grade change requests that come to the Deans’ attention.

Dean responsibilities:

• The grade change card should include students’ name, course/section and semester that the course was taken
• Detailed explanation for grade change
• Instructor’s signature
• Chair’s signature
• The Instructor, Chair and Dean’s signatures are needed for any grade changes that are submitted after the next semester begins.

Note: If any of the above information is missing the grade change card will be returned to the department.

Different types of grades their meanings:

➢ *WN grade is given to students who never attended the course. This grade carries no academic penalty.

➢ A WU grade is an unofficial withdrawal. It is given when a faculty member cannot make an informed decision on a grade (missing major portion of class time and course work). A WU grade is a penalty grade. It is equivalent to an ‘F’. *(A WU grade should never be given in place of an ‘F’ grade, the ‘F’ grade is an earned grade based on poor performance.)*

➢ INC grade is a temporary grade assigned when course requirements are not completed for a valid reason. INC’s are given at the instructor’s discretion.

➢ FIN grade is automatically assigned if an INC grade is not changed before the last day of classes of the following semester. If the required work is not completed for a valid reason, the instructor may grant an extension. Extensions should not exceed a period of more than two years.
➤ Z grade is an administrative symbol assigned when no grade has been submitted by the instructor.

➤ PEN grade is assigned to predominantly graduate course(s) when grading extends beyond one semester. Also can be applied administratively in cases pending disciplinary action.

After final grades are due Instructors' have until the first day of class of the next semester to make any changes to their grades without the Chair or Dean signatures.

At no time should grade sheets or grade change cards be transported or handle by students. If this occurs they will not be accepted or processed. All completed grade sheets or grade change card must be delivered to the Register's Office by the Instructor or department secretaries.
Below is a grade change chart showing different grades and the signatures that are needed.

<table>
<thead>
<tr>
<th>Current Grade</th>
<th>Grade change to</th>
<th>Signature Needed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC</td>
<td>Letter Grade</td>
<td>Instructor signature</td>
<td>INC grade must be changed before the last day of the next semester. If the work is not completed within the time frame INC becomes a FIN.</td>
</tr>
<tr>
<td>FIN</td>
<td>Letter Grade</td>
<td>Instructor &amp; Chairperson signature</td>
<td>The student has 4 semesters (2years) to complete the work. The FIN remains on the record if the course work is not done.</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>Letter Grade</td>
<td>Instructor, chairperson &amp; Dean signatures</td>
<td>If any signature is missing the grade will not be processed. <strong>Once a degree is posted the record is locked and grade changes will not be processed.</strong> All signatures are required after the next semester begins.</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>F</td>
<td>Instructor, Chairperson &amp; Dean signatures</td>
<td>This normally happens when an Instructor assigns the grade in error. All signatures are required after the next semester begins.</td>
</tr>
<tr>
<td>W</td>
<td>letter Grade</td>
<td>Instructor, Chairperson &amp; Dean signatures</td>
<td>If a student withdraws from the wrong course but was given a grade by an Instructor. All signatures are required to overturn the W grade.</td>
</tr>
<tr>
<td>WU</td>
<td>Letter Grade</td>
<td>Instructor, Chairperson &amp; Dean signatures</td>
<td>This normally happens when an Instructor assigns the grade in error. All signatures are required after the next semester begins.</td>
</tr>
<tr>
<td>WU</td>
<td>INC</td>
<td>Instructor, Chairperson &amp; Dean signatures</td>
<td>This normally happens when an Instructor assigns the grade in error. All signatures are required after the next semester begins.</td>
</tr>
<tr>
<td>Z</td>
<td>Letter Grade</td>
<td>Instructor signature</td>
<td>Instructor left grade blank in error</td>
</tr>
<tr>
<td>PEN</td>
<td>Letter Grade</td>
<td>Instructor or Chairperson signature</td>
<td>Mainly used in graduate thesis courses. Can be applied administratively in cases pending disciplinary action.</td>
</tr>
</tbody>
</table>
Course and Standing:

<table>
<thead>
<tr>
<th>Penalty Grade Change appeals that go through the Course and Standing Committee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>FIN</td>
<td>W</td>
</tr>
<tr>
<td>WN</td>
<td>W</td>
</tr>
<tr>
<td>WU</td>
<td>W</td>
</tr>
</tbody>
</table>

The Course and Standing Committee reviews grade change appeals involving WA, WN, AUD, and FIN (unless it’s a clerical error).

WN grade is different from the *WN. The WN grade was used for one semester (Spring 2009) to indicate the student never attended. It was a penalty grade equivalent to the ‘WU’ grade (except the student never attended) and calculated as an ‘F’ in the student’s GPA.
Grade Appeals

Students wishing to appeal a grade other than WU or FIN must do so within 60 school days following the end of the semester*. Appeals must be submitted in writing to the chairperson of the department in which the course was offered. Upon receipt of the appeal, the chairperson shall direct the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by the Department Committee on Grade Appeals.

This committee on Grade Appeal shall review all information presented by the students and shall meet with the instructor. The committee shall render a decision within 30 days after the student requested the grade review by the committee because the student and instructor had not resolved the matter. If the committee upholds the appeal by a vote of 3-0, the chairperson shall change the grade to reflect the decision of the committee. **If the committee does not uphold the student, there is no further appeal within the college.**

In all deliberation on grade appeals, the burden shall be on the student to prove that a violation of the college’s regulations occurred or that the instructor’s own stated criteria for grading, which shall have been enunciated at the beginning of the semester, have not been followed. Students needing advice on the procedure may consult an academic and personal counselor.

Students wishing to have a WU or a FIN grade changed to a grade of W must file a written petition supported by documentation to the Committee on Course and Standing.

*Summer and winter session months are not included in the 60 day appeal deadline.