



## ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 2.5 -- GRADE CHANGES

PURPOSE: The purpose of this policy is to inform of the responsibilities and procedures for changing a grade.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Professors who wish to change a student's grade should obtain a Change of Grade Form from the Registrar. The form requires a specific reason for the grade change. The form should then be reviewed by the Division Dean (or the Department Chair, where applicable). If approved by the Department Chair/Division Dean, the Dean will send the signed form to the Vice President for Academic Affairs. If approved it will be forwarded to the Registrar for implementation of the grade change. All grade change requests must be submitted no later than 30 days following the posting of final grades for the semester in which the course was taken. Any request for a grade change beyond the 30 day deadline must be appealed directly to the Vice President for Academic Affairs.

### RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

### APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

**REVIEWED BY:**

/s/ Tammy Gibson	3.16.16
Registrar	Date

**APPROVED:**

/s/ Cathy Cox	7.29.16
President	Date