

February 4, 2004
Academic Standards Committee

Proposed Grade Change Policy:

-

- All grades except for I and X are final when filed by the instructor in the end-of-term grade report. Thereafter, **a grade change may be made only in the case of clerical, procedural or calculation error.** No grade other than I or X, once reported, may be revised by retesting nor by completing additional work. Any grade change must take place within one year subsequent to the term in which the grade was reported.

-

Instructors who are not prepared to submit a final, closed course grade at the time that grades are due, on account of an individual student's extraordinary circumstances or special needs, may submit a grade of I.