

### **III:15:06 Grade Changes**

After final semester grades are posted online and the end of term processing has been completed by the Office of Records and Registration, grades can only be changed by submitting a Change of Grade Form. Faculty generated email, using his or her official College account, can be used in lieu of the Change of Grade Form provided that all information required on the Change of Grade form is included.

#### **GRADES OF INCOMPLETE**

Grades of Incomplete ("I") may be changed by the instructor of record by submitting a Change of Grade Form to the Office of Records and Registration prior to the exam period of the term following the term the "I" was granted. (Summer term will not be considered when determining the following term.) "I" grades that are not completed within the specified time frame will be changed to a grade of "F" and computed in the GPA. An extension to the time frame may be granted for a maximum of one term if requested by the instructor of record and approved by the appropriate dean and the College Registrar.

#### **GRADES OTHER THAN INCOMPLETE**

An instructor may change a grade he or she has issued in the past 12 months, with approval of the appropriate dean, by submitting a Change of Grade form to the Office of Records and Registration. Grade changes for classes which ended more than one year prior to the change date must be approved by both the instructor and the Vice President of Academic Affairs. In either case, a reason must be provided by the instructor and included on the Change of Grade form.

**Changes of any grade to a grade of "W" should be student-initiated and follow the appeal process below.**

Students will be notified by the Office of Records and Registration upon completion of a change of grade. A copy of the notification and change of grade will be retained as part of the student's education record.

#### **APPEAL FOR A CHANGE OF GRADE**

Students may appeal a grade received in a course after the grade has been posted and after they have attempted to reconcile the matter with the instructor of record. In the event that the original instructor is not available to review a grade, the student should contact the appropriate division dean for the course in question who will seek out an instructor with expertise in the discipline to review the request. The appeal of a posted grade must be initiated during the term immediately following the term in which the grade was posted. (Summer term will not be considered in determining the following term.) The student shall submit a letter of request and documentation, via the Office of Records and Registration, to the Academic Integrity Committee for a ruling. Students will be notified by **the chair of the Academic Integrity Committee via** the Office of

Records and Registration regarding the decision. A copy of the notification will be retained as part of the student's education record.

If the student or the faculty member wishes to appeal the decision of the Academic Integrity Committee, **or the time limitation to submit an appeal has expired**, an appeal may be made to the Vice President of Academic Affairs **except in cases where the change of grade results in a grade of "W"**. **Appeals regarding grades of "W" may be made to the Vice President of Student Services.** The appeal must be in writing, should include all information appropriate to the appeal, and must be submitted within ten (10) calendar days after notification of the Academic Integrity Committee decision. The **appropriate** Vice President will submit to all concerned parties a written decision concerning the appeal within ten (10) calendar days. Decision timeframes for institutional decision makers may be extended due to extenuating circumstances with notice to all involved parties.

TBR Source: TBR Meetings, June 24, 1977; March 20, 1981; September 30, 1983; June 24, 1988; September 20, 1991; March 15, 2002

VSCC Source: Former II:09:36, July 23, 1997, President; December 16, 2008, President's Cabinet; August 9, 2010, President's Cabinet; President's Cabinet, April 27, 2015