

Name of Policy: Grade Change
Source: Academic Affairs
Date Revised: New Policy February 2017
Form to Complete: N/A

Policy:

Only the course instructor may request a change of final grade. A grade can be changed only if an administrative or procedural error can be documented. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete grades, the completion of additional work. No semester grade except Incomplete may be revised by re-examination.

The deadline to submit a course grade change is the last day of the semester directly following the semester the grade was assigned.

Process:

Instructor sends the registrar an email from their KCAI account with the following information:

- semester/year
- course code/course name
- student name/student id#
- original grade
- new grade
- brief justification for the grade change (administrative or procedural error)

Registrar changes grade and notifies student and instructor

Degree Requirement and Substitution Request Form

To request a degree requirement substitution, students must:

- Meet with their academic advisor and complete the “Degree Requirement and Substitution Request” form.
- Provide a written justification for the request and attach it to the form. Additional documentation may be required; i.e. course description, course syllabus, etc.
- Obtain department chair/program head’s approval.
- Obtain Vice President for Academic Affairs’ (VPAA’s) approval.
- Submit completed form and attached justification to the Registrar’s office for processing.

Incomplete requests will not be considered.

(This section to be completed by Academic Advisor)

_____	_____	_____
Student ID#	First Name	Last Name
_____	_____	_____
Class Level	Major	GPA
Course Degree Requirement to be Substituted: _____		
Proposed Course Substitution: _____		
Approved by Academic Advisor: _____		Date: _____

Student Written justification attached _____
Date

Department Chair/Program Head Approved Denied _____
Date

Vice President for Academic Affairs (VPAA) Approved Denied _____
Date

OFFICE USE ONLY:

Notification date _____

Schedule updated in Jenzabar _____

Jenzabar update done by _____