

# PROCEDURE

**Number:** 53-21  
**Title:** Change of Grade  
**Responsibility:** Student Services  
**Original Approval Date:**  
**Last Cabinet Review:** 6/3/2025  
**Last Revision:** 6/3/2025

**Reference (Policy and/or Procedure)**

**SBTCE:**

**FDTC:** 50-27 Academic Standards

**Other:**

**Procedure Description**

## **Purpose**

To provide a uniform record-keeping method for changing a student's grade and a procedure for repeating courses.

## **Procedure:**

### **Assignment of Grades:**

The assignment of grades is the responsibility of the instructor of record. Exceptions to this policy can be made only by the Vice President for Academic Affairs or his/her designee.

### **Grade Changes:**

Grades may be changed by an instructor only within one term following the initial assignment of the grade. After one term has lapsed, grade changes from the previous term will not be allowed. The following grade changes will NOT be made: "W" or "WF" to any letter grade or "I". Exceptions to this policy can made only by the Vice President of Academic Affairs, upon request of the divisional department chair.

1. Grade changes are initiated by the instructor and must include a brief written explanation and justification for the change.
2. The instructor and the appropriate department chair must sign the grade change form.
3. After the form is signed, it is sent to Registrar Services for electronic processing and filing in the student's permanent record.

**Repeating Courses:**

If a student repeats a course, all grades will be entered on the student's permanent academic record. The higher of the grades will be included in the Grade Point Average.

All coursework attempted will be calculated in the assessment of academic progress for student financial aid purposes.

A student may repeat a course no more than two times. Exceptions to this policy can be made only by the Vice President for Academic Affairs, upon request of the divisional department chair.

Certain departmental requirements may limit the number of times a course, whether passed or failed, may be repeated.