

	Title: Grade Change Policy	Policy # POL-311 Revision #
Prepared By: Academic Standards Committee	Preparer's Name/Title Patricia Cueva, Registrar	Date Prepared: 10/29/2014
Approved By:	College President's Signature 	Date Approved: 06/10/2015
Effective Date: mm/dd/yyyy	Board of Trustees President's Signature 	Date Approved: 06/10/2015

311.1 POLICY STATEMENT

Grade Change:

Grade and designation of *Incomplete* recorded by the registrar at the end of a quarter will be considered final and not be changed except in the following cases:

- When a letter grade is submitted to replace the incomplete, by the instructor of record or, if the instructor of record is no longer employed by NWIC, by the Dean of Academics.
- When a grade resulting from an error, such as a computation error, is corrected by the instructor of record; the request for change to correct these errors may only be made by the instructor of record, before the beginning of blue-slip week (second week of the quarter) of the following quarter.
- When an error committed in the administrative recording process is corrected by the registrar's office.
- When a student's grade appeal has been adjudicated, as outlined in the grievance procedure in the Student Handbook.

311.2 PURPOSE

The purpose of establishing a policy is to provide clear information to students and faculty regarding their rights and responsibilities. The Grade Change Policy establishes a formalized policy as opposed to our current practice as an institution.

311.3 SCOPE

This policy will affect all students enrolled at Northwest Indian College as well as the faculty grading procedure. The policy establishes the responsibilities and regulations regarding any grade changes that occur.

This policy will also affect the current Incomplete Grading Policy and Procedure.

311.4 BACKGROUND

An official Grade Change Policy has not been created or existed prior to this policy. However, a grade change practice has been established. Currently, faculty use a grade change in various situations, including in place of an Incomplete Agreement.

In researching other institutions and TCUs, it was discovered that many institutions follow the same Grade Change Policy as a standard in higher education. The Academic Standards Committee reviewed this information and decided to adapt and modify the current policies that exist to fit our institution but also be reflective of the current standard practice of other colleges and universities.

311.5 RESPONSIBILITY

The Registrar has the responsibility to ensure this policy is followed. However, faculty are also responsible in understanding and adhering to the guidelines of this policy.

311.6 PROCEDURE

Grade Change Procedure:

When a letter grade is submitted to replace the incomplete, the grade change should be submitted online in JICs.

When a grade resulting from an error is corrected, the grade change should also be submitted via JICs before the beginning of blue-slip week (second week of the quarter) in the following quarter.

When an error committed in the administrative recording process is corrected by the registrar's office, the grade will be changed in Jenzabar and a note made in the student's electronic academic record (notepad) will occur.

When a student's grade appeal has been approved, the grade will be changed in Jenzabar and a note made in the student's electronic academic record (notepad) will occur.

311.7 RELATED INFORMATION

Incomplete Agreement Policy