

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. AR-4.2**

TITLE: CHANGE OF GRADE REGULATION

DEFINITION: The Change of Grade Regulation defines the process and criteria by which an assigned grade for academic courses may be modified. Semester grades, other than “In-progress” grades (I) are considered final once submitted for processing. A grade may only be changed as a result of a successful grade appeal, to award a grade for “In-progress” work completed by the student, or to correct clerical errors or miscalculation of grade.

EFFECTIVE DATE: July 8, 2005; Revised October 29, 2015, September 8, 2020

Submission and processing of grade changes will adhere to the following:

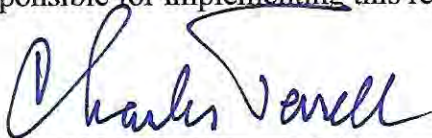
Note: Change of Grade Forms are retained in a secure location in a Shared folder on the network system.

1. The instructor must request a Change of Grade Form from the Dean of Student Access & Success or designee. Note: any person receiving a Change of Grade Form must ensure that students cannot access this form.
2. The instructor must complete the Change of Grade Form providing all required information. Incomplete forms will be returned to the appropriate Division Chair and will not be processed. The form includes the following elements:
 - a. Student’s Social Security Number/Student ID Number
 - b. Name of Student
 - c. Date of Submission
 - d. Term
 - e. Course Information
 - f. Grade Change Information (FROM and TO)
 - g. Rationale for Grade Change
 - h. Instructor’s Signature
 - i. Division Chair’s Signature
 - j. Dean of Teaching and Learning’s Signature
3. The instructor submits the completed Change of Grade Form to the appropriate Division Chair for review and approval (all three parts of the form must be submitted at this time).

Upon final approval, the instructor will receive a signed copy of the form from the Dean of Student Access & Success.

4. Upon review and approval, the Division Chair will submit the Change of Grade form to the Dean of Teaching and Learning for review and approval. The form is submitted to the Dean within five working days. In the event the Division Chair does not approve the submission, the form will be returned to the instructor with an explanation for the denial and steps for further action.
5. Upon review and approval, the Dean of Teaching and Learning will submit the Change of Grade Form to the Dean of Student Access and Success' Office for processing. The form is submitted to the Dean of Student Access and Success' Office within five working days. Learner Support Services is responsible to processing grade changes and informing students of the grade change.
6. Upon final approval, the signed copies are distributed to the student, instructor and student file by the Dean of Student Access and Success.
7. The records office will accept a completed Change of Grade Form from the Dean of Teaching and Learning or designee. No forms are accepted from students or unauthorized personnel.
8. The Change of Grade Form **MUST** be signed by the instructor initiating the grade change. In the event the instructor is no longer affiliated with the College, the appropriate Division Chair may review relevant materials and process the Change of Grade Form. The Dean of Teaching and Learning's signature are required in such circumstances.
9. Unless the student has received a degree or certificate, the instructor may go back one semester from the end of the term in which the initial grade was posted to change a grade. Grade changes submitted beyond this timeline will only be considered in extenuating circumstances. Such changes will only be processed with written permission of the Dean of Teaching and Learning and only if the degree or certificate has not been awarded.

The Dean of Teaching and Learning, and the Dean of Student Access and Success are responsible for implementing this regulation.



Dr. CHARLES TERRELL, PRESIDENT

09/24/2020
DATE