GRADE CHANGES

The mechanism for faculty reporting grade changes is the Grade Change Submission form, available in the Registrar's Office.

CHANGING A GRADE FROM INCOMPLETE TO A LETTER GRADE
Students have up to one calendar year (as stipulated by the instructor) to complete coursework for which an incomplete grade was assigned. Faculty will then submit the grade on the Grade Change Submission form.

CHANGING FROM ONE LETTER GRADE TO A DIFFERENT LETTER GRADE
Faculty may submit grade changes for a student if the original grade submitted was incorrect due to a computational error or certain other reasons. The revised grade is submitted on the Grade Change Submission form, with a brief explanation written on the form as to why the grade was changed. Grade changes must be approved by the dean before they can be posted on a student's record. Please note that all grade changes require an original faculty signature to be processed. Also, grade changes are noted on the transcript with the original grade and the date the grade was changed.

- 2010: Modified to reflect the current FEC and Faculty approved changes in CGU Policy on Grading.