

GRADE CHANGES

The mechanism for faculty reporting grade changes is the *Instructor's Card for Indicating a Grade*, available in the Registrar's Office.

CHANGING A GRADE FROM INCOMPLETE TO A LETTER GRADE

Students in Management and Executive Management have one semester to complete coursework for which an incomplete grade was assigned. Students in other programs have up to one calendar year (as stipulated by the instructor) to complete. Faculty will then submit the grade on the *Instructor's Card*.

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 *Instructor's Card*, with a brief explanation written on the back of the card 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.