

Essex County College College Regulation

REG 6-6 FACULTY INITIATED CHANGE OF GRADE

Purpose:

To establish guidelines for the process of changing grades, while preserving the integrity and security of academic records.

Application:

1. A change of grade will be permitted only when adequate justification exists and only within the parameters described in "b" below.
2. The conditions under which a grade may be changed are:
 - (a) When a grade of incomplete ("I") has been initially submitted by an instructor and a student has subsequently completed the course requirements.
 - (b) When an instructor has made an error in reporting the student's grade.
3. The following procedures will govern faculty initiated grade change:
 - (a) The instructor, subject to the limitations of existing procedures governing the submission of grade changes, will complete a Change of Grade/Removal of Incomplete form providing all necessary information and affixing his or her signature in the space provided with the date.
 - (b) The form is then hand-delivered by the instructor to the Division Director or Department Chairperson for review. If the Chairperson approves, he or she will indicate by signing, dating and retaining a copy until the "confirmation copy" is received from the Registrar reflecting that the grade change has been processed.
 - (c) All grade changes with the exception of "I" Incomplete grade must be reviewed by the appropriate Academic Dean who will deliver it to the Registrar or return it to the division or department. The Registrar will acknowledge receipt of the form in writing and prepare the necessary forms for processing by the Computer Center.
 - (d) Upon completion of the changes by the Computer Center, a maintenance edit or print-out of the grades processed will be forwarded to the Registrar for comparison and verification of the work completed.
 - (e) If complete and accurate, the confirmation copy will be returned by the

Registrar to the Division Director/Department Chairperson who will verify all signatures and retain it in the department's files.

(f) The Registrar processes the changes so that it will be included in the students' records.

(g) The Registrar must return any change of grade request to the appropriate Academic Dean whenever it is determined that it has not been submitted properly or in accordance with the prescribed procedures.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 11/95, Rev. 10/01; 07/02; 7/11, 3/17	Attachment(s):