

BETHUNE-COOKMAN UNIVERSITY
Change of Grade

Rationale:

The university must have a concise policy as it relates to the changing of grades.



BETHUNE-COOKMAN UNIVERSITY

Policy: Change of Grade

Date Approved: March 6, 2014

Policy # 4

Office Responsible:

Date Revised: Jul 1, 2018

Office of the Provost

All grades (A, B, C, D, F) are considered final when assigned by an instructor at the end of a term. Final grades can be changed if an instructor makes the request based on a computational or procedural error in the original assignment of a grade. A change of grade may not take place as a result of additional work submitted, re-evaluation, or other special arrangement. A grade can also be changed as a result of a grade appeal. See student grade appeal procedure. A request for grade change is accompanied by supporting material.

Procedure:

1. The grade change is initiated by the instructor
2. The instructor submits the grade change form, with supporting documentation to the department Chair. If the Chair approves, the form and supporting materials are submitted to the Academic Dean.
3. If the grade change is approved, the Academic Dean submits the form and supporting materials to the Provost.
4. If the grade change is approved, the Provost sends the form to the Registrar.

Grade changes can only happen within a year of the initially assigned grade. Additionally, grade changes may not occur after a student has graduated.