

ATTACHMENTS

- 1. University Policy 300.04 – Student Grade Changes**
- 2. Student Grade Changes – Definition for Extenuating Circumstances (Policy 300.04)**
- 3. University Policy 300.05 – Incomplete Grade Changes**

University Policy 300.04
STUDENT GRADE CHANGES

Responsible Administrator: Provost – the Chief Academic Officer

Responsible Office: Office of the Provost and Office of Enrollment Management

Originally Issued: March 2019

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the integrity of student grades.

Statement of Purpose

The purpose of this policy is to outline the University's process for changing grades.

Applicability

This policy applies to all students and faculty at Claflin University; also, to staff who process or work with student grade changes.

PROCEDURES

Grades submitted by instructors at the end of the term are final. An Instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an "I" (incomplete) grade.

Effective Date: May 20, 2019

Clafin University
STUDENT GRADE CHANGES
Definition for Extenuating Circumstances (Policy 300.04)

Extenuating Circumstances

Extenuating Circumstances are defined as circumstances which are **sudden, unexpected, and significantly disruptive, beyond the student's control and which may affect their performance at assessment.**

What is considered an extenuating circumstance?

The following circumstances are generally considered to be acceptable Extenuating Circumstances, provided that they are supported by appropriate evidence.

- Acute illness or injury.
- Extended illness or medical condition (including pregnancy) preventing attendance at or completion of assessment or submission of work.
- Bereavement; death of a child, sibling, parent (including step-parent or legal guardian), spouse.
- Significant domestic and/or personal problems
- Jury Service or Court Attendance
- Victim of serious crime (e.g., assault, mugging)
- Unforeseen work circumstances.

Definition approved by Academic Affairs November 18, 2019.

University Policy 300.05
INCOMPLETE GRADE CHANGES

Responsible Administrator: Provost – the Chief Academic Officer
Responsible Office: Office of the Provost and Office of Enrollment Management
Originally Issued: March 2019
Revision Date:
Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the integrity of student grades.

Statement of Purpose

The purpose of this policy is to outline the University's processes for changing incomplete grades.

Applicability

This policy applies to all students at Claflin University.

DEFINITION/PROCEDURES

An incomplete (I) grade is a temporary grade that can be given by the instructor of record when a student does not complete course assignment (s) due to circumstances beyond their control. Incomplete grades should only be granted under the following circumstances:

- The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed);
- Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond their control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e. jury duty, military deployment, etc.);
- The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e. end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester. Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

Effective Date: May 20, 2019