

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