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## **POLICIES & PROCEDURES FOR EMPLOYEES**

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Change of Grade** **5.13.1**  
Responsible Division: Instructional Services  
Date Approved: April 2001

1. Faculty are responsible for the integrity of their grading standards including changes of final grades after the end of the term.
2. If the grade is changed in the term immediately following the term for which the grade was originally recorded, the instructor processes a Change of Grade form as indicated.
3. If the grade is changed more than one term after it was originally recorded, the instructor must obtain the approval of the Dean and the Vice President of Instruction and Student Services in the case of curriculum courses or the Vice President of Extension Education and Economic Development in the case of extension education courses

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