

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR- 4.2**

**TITLE: CHANGE OF GRADE REGULATION**

**DEFINITION: The Change of Grade Regulation defines the process and criteria by which an assigned grade for academic courses may be modified. Semester grades, other than “In-progress” grades (I) are considered final once submitted for processing. A grade may only be changed as a result of a successful grade appeal, to award a grade for “In-progress” work completed by the student, or to correct clerical errors or miscalculation of grade.**

**EFFECTIVE DATE: JULY 8, 2005; OCTOBER 29, 2015**

Submission and processing of grade changes will adhere to the following:


Note: Change of Grade Forms are retained in a secure location in the office of the Dean of Student Access & Success.

1. The faculty must request a Change of Grade Form, in person, from the Dean of Student Access & Success. Note: any persons receiving Change of Grade Form must ensure that students cannot access this form.
2. The faculty must complete the Change of Grade Form providing all required information. Incomplete forms will be returned to the appropriate Division Chair and will not be processed. The form includes the following elements:
  - a. Student’s social security number/Student ID number
  - b. Name of student
  - c. Date of submission
  - d. Term
  - e. Course information
  - f. Grade change information (FROM and TO)
  - g. Rationale for grade change
  - h. Faculty’s signature
  - i. Division Chair’s signature
  - j. Dean of Teaching and Learning’s Signature
3. The faculty submits the completed Change of Grade Form to the appropriate Division Chair for review and approval (all three parts of the form must be submitted at this time). Upon final approval, the instructor will receive a signed copy of the form from the Dean of Student Access & Success.
4. Upon review and approval, the Division Chair will submit the Change of Grade Form to the Dean of Teaching and Learning for review and approval. The form will be submitted to the Dean within five working days. In the event, the Division Chair does not approve

the submission, the form will be returned to the faculty with an explanation for the denial and steps for further action.

5. Upon review and approval, the Dean of Teaching and Learning will submit the Change of Grade Form to the Dean of Student Access and Success' Office for processing. The form will be submitted to the Dean of Student Access and Success' Office within five working days. Learner Support Services is responsible to processing grade changes and informing students of the grade change.
6. The Change of Grade Form is a three part form. Upon final approval, the signed copies are distributed to the student, instructor, and student file by the Dean of Student Access and Success.
7. Instructors are informed of all changes resulting from the change of grade process via the signed copy of the Change of Grade form forwarded by the Dean of Student Access and Success.
8. The records office will accept a completed grade change form from the Dean of Teaching and Learning or designee. No forms will be accepted from students or unauthorized personnel.
9. The Change of Grade Form MUST be signed by the instructor initiating the grade change. In the event an instructor is no longer affiliated with the College, the appropriate Division Chair may review relevant materials and process the Change of Grade Form. The Dean of Teaching and Learning's signature will be required in such circumstances.
10. Unless the student has received a degree or certificate, the instructor may go back one semester from the end of the term in which the initial grade was posted to change a grade. Grade changes submitted beyond this timeline will only be considered in extenuating circumstances. Such changes will only be processed with the written permission of the Dean of Teaching and Learning and only if the degree or certificate has not been awarded.

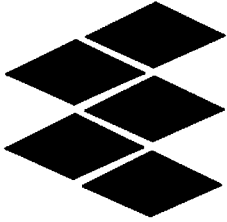
The Dean of Teaching and Learning is responsible for implementing this regulation.



DR. CHARLES TERRELL, PRESIDENT

12-3-15

DATE



Eastern West Virginia  
Community & Technical College

## Grade Change Form

Date: **CURRENT DATE INSERTS  
HERE**

This is to certify that I,		Enter your first name & last name			, wish to change the grade of		
Enter Student's Name		, whose Student ID Number is			Enter Student's Number		
from a/an	Choose the original grade	to a/an	Choose the corrected letter grade	in	Enter Dept. & Crse #	CRN number	Enter CRN
This course was taught during the				Semester Term	semester of	Enter year.	

*(Note: The time period of a grade appeal by a student is 10 days after the beginning of the next regularly scheduled semester in which the grade was given. The process should be finished within 5 weeks after the grade change appeal is filled. Under no circumstances will a grade be changed after the next regularly scheduled semester has ended.)*

Comments related to the grade change must follow, along with documentation supporting the request for the grade change:

Click here to enter text.

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Click here to enter text.

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Click here to enter text.

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**Signature of FACULTY member requesting grade change:**

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved

\_\_\_\_\_  
\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean of Teaching & Learning

Records Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_