



Name of Policy: Grade Change
Source: Academic Affairs
Date Revised: New Policy February 2017
Form to Complete: N/A

**Policy:**

Only the course instructor may request a change of final grade. A grade can be changed only if an administrative or procedural error can be documented. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete grades, the completion of additional work. No semester grade except Incomplete may be revised by re-examination.

The deadline to submit a course grade change is the last day of the semester directly following the semester the grade was assigned.

**Process:**

Instructor sends the registrar an email from their KCAI account with the following information:

- semester/year
- course code/course name
- student name/student id#
- original grade
- new grade
- brief justification for the grade change (administrative or procedural error)

Registrar changes grade and notifies student and instructor.