



ADMINISTRATIVE POLICY # 03.10.07.03 (2020) GRADE CORRECTION

**Policy Title:** Grade Correction Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy # 03.10.07.03 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** N/A

**Approval Date:** 3/31/2020

**Responsible Office:** Office of the Registrar

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

**POLICY STATEMENT**

This policy provides guidelines for faculty to use when making corrections to a student’s grade. A grade may be changed for the purpose of correcting clerical or administrative error or correcting an error in the calculation or recording of a grade. A change of grade shall not occur as a result of additional work performed or re-examination beyond the established course requirements unless an Incomplete ‘I’ grade was initially approved.

The faculty member can complete and submit the Correction of Grade Form with documentation to justify the correction request.

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**DEFINITIONS**

**CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

**STAKEHOLDER(S)**

College Community: to include students, Office of the Registrar, Office of Financial Aid, and Office of Fiscal Affairs.

**POLICY CONTENT**

The College considers all grades reported at the end of each semester to be final. Students are responsible for reviewing their grades for accuracy before the end of the subsequent semester. Students who believe they have received a grade in error should promptly ask the instructor to verify and, if appropriate, correct the grade.

The deadline to request a grade correction is thirty (30) days after the final grade has been posted. If the instructor is absent from campus, students should promptly consult with the division Dean about the grade in question. If the division Dean is unable to contact the instructor, he or she will notify the Vice President for Academic Affairs in writing that an extension of the grade correction deadline, up to an additional thirty (30) days, has been granted.

Once faculty realize an error has been made in submitting a grade for a student, he/she must complete the Correction of a Grade Form. Documents to prove (a) errors, in completing, recording, or transposing original grade, and (b) a copy of the final gradebook must be submitted with the form. The form must be signed by the instructor, the Dean of the division, and the Vice President of Academic Affairs.

The Dean is responsible for forwarding the approved documentation to the Registrar’s Office. The Registrar’s Office will change the grade in Colleague and notify the student of the grade change. When a grade is corrected, the appropriate semester and overall grade point average will be corrected.

## **TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/31/2023
- Approval by, date: Area Commissioners,       N/A
- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*Correction of Grade Form (formerly, Change of Grade Form)*