

CHANGE OF GRADE PROCEDURE

1. The Instructor assigning the original grade will be responsible for the initiation of a Change of Grade request. All Change of Grade requests *must be submitted by mid-term of the following semester* in which the grade was assigned. If the original Instructor is unavailable, then the appropriate Chair may be responsible for the change, if documentation is available.
2. The Instructor or appropriate Chair will complete the Change of Grade form. The following required documentation must be attached thereto:
 - a) Copy of Grading Policy from the course syllabus for the course
 - b) Copy of student's recorded grades in the course
 - c) Copy of student's attendance in the course
3. The completed form will be forwarded to the appropriate Divisional Chair who will review the form for completeness. If complete, the Divisional Chair will verify and sign the form, then forward the form with attached documentation to the appropriate Dean (Academic/Technical).
4. The appropriate Dean will review and sign if approved. The appropriate Dean will then keep a copy for his/her records. The form will be forwarded to the Registrar for data entry. If disapproved by the Dean, the form will be returned to the appropriate Divisional Chair who will forward the form to the instructor for student notification.
5. The Registrar will:
 - a) Make the grade change
 - b) Sign and date the form
 - c) Forward a copy to the Instructor
 - d) Retain a copy with attached documentation in the Registrar's Office
6. **Only** the Registrar or the designated Clerk in the Registrar's Office will be authorized to make the grade change according to the form. However, in the case of emergency, and neither of the authorized individuals in the Registrar's Office is available, the appropriate Dean will then authorize personnel in Data Processing to make the change according to the form.
7. Upon receipt of the signed and dated copy, the Instructor will notify the student as to the status of the change.

BISHOP STATE COMMUNITY COLLEGE

Main Campus – 351 North Broad Street – Mobile, AL 36603-5898
Carver Campus – 414 Stanton Street – Mobile, AL 36617-2399
Southwest Campus – 925 Dauphin Island Parkway – Mobile, AL 36605-3299
Central Campus – 1365 Dr. Martin Luther King, Jr. Avenue – Mobile, AL 36603-5362

CHANGE OF GRADE FORM

(Please Print Firmly)

STUDENT NAME _____ STUDENT NO. _____
Last First M.I

COURSE NUMBER & SECTION _____ COURSE TITLE _____

INCORRECT GRADE _____ SEMESTER AND YEAR ASSIGNED _____

NAME OF INSTRUCTOR _____ CORRECTED GRADE _____

REASON FOR MAKING CHANGE _____

Signature of Instructor

Date

Verified by Dept. Head/ Div. Chairperson

Date

APPROVED:

Academic/Technical Dean

Date

Dean - White
Instructor - Goldenrod
Student File - Pink
Registrar - Canary

<p>FOR REGISTRAR'S USE ONLY</p> <p>DATE RECEIVED _____</p> <p>PROCESSED BY _____</p>
