

**Grade Change
Procedure**

All course grades are intended to be final and permanent. It is the faculty's responsibility to report final grades as accurately and precisely as the particular circumstance permits. It is considered the faculty's direct and professional responsibility to ensure that grades are fair and reported correctly the first time. Faculty members are the sole authority over the assignment of grades. Changes to grades must be initiated by the instructor of record using a signed grade change form. This form must be approved by the appropriate dean and the chief academic officer. Grade changes may result from an error (a grade calculated or recorded erroneously), an assignment of an Incomplete, or the finding of a violation of academic integrity.

The instructor of record is defined as the instructor who is assigned to teach the course. In courses that have two or more instructors, the lead instructor will be considered the instructor of record and, as such, will be responsible for initiating all grade changes.

In the event that the instructor of record is no longer available due to extenuating circumstances, such that the instructor is medically incapacitated, deceased, or no longer employed by Coastal Bend College, then the appropriate dean or the chief academic officer will appoint a responsible faculty member within the program to be an acting instructor of record. The administrator will review the grade changes submitted by the assigned faculty member and will then have the authority to approve the recommended grade change.

Grade changes must be made by the end of the next semester after the change was submitted and may not occur once a degree to which the course was applied has been conferred.

If an error occurs in the calculation or recording of a grade, it must be corrected using the following procedure:

1. The faculty of record will complete the Grade Change Form, which includes:
 - a. Student's name;
 - b. Student's ID number;
 - c. Semester;
 - d. Course designation by title and number;
 - e. Change desired; and
 - f. Explanation of the nature of the error and reason for changing the grade.

2. The form must be fully answered and signed by the instructor, the appropriate dean, and the chief academic officer.
3. Requests for grade corrections must be submitted to the Office of the Registrar.

Incompletes

An Incomplete "I" is assigned only in situations when an unforeseen emergency, something beyond a student's control, prevents the student from completing end-of-the-semester coursework, such as final exams, term papers, or other requirements for course completion.

In certain Associate of Applied Science programs, an "I" will be assigned to students for the completion of course capstone requirements.

All student requests for an Incomplete require the student to contact the student's instructor to explain the situation. If the situation warrants an Incomplete, the instructor then submits an Incomplete Form to the appropriate dean and the chief academic officer for approval. If approved, then an "I" can be given. A course with an assignment of an "I" becomes an entry on the student's transcript but is not included in the calculation of the grade point average.

To obtain credit for the course, the work must be completed within the subsequent regular semester (the student does not have to re-enroll in the course). If the student does not complete the required work within the following semester, a grade of "F" will then be posted on the student's transcript.

Grade Appeals

A student may appeal the student's grade, and all grade appeals should be concluded no later than the semester following the award of the grade. Appeals of grades for the summer sessions should be concluded in the fall semester following the award. Grades awarded in the spring semester should be appealed and resolved in the fall semester following the award. [See FLD(LOCAL)]

Effective Date

This regulation will be effective as of the adoption date, September 24, 2019.