



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 711
RELATED TO POLICY NO. 711**

TITLE: GRADE CHANGES

Grades submitted by instructors are considered permanent and final. All grades except for "I" and "E" and "no grades" are considered final when filed by the instructor of record at the end of term. No correctly reported final grade may be changed based on re-examination, completion of additional work, or re-evaluation of existing work. The only basis for a change of grade after the end of a term besides "I" and "E" grades would be a grade that was submitted in error to the Registrar. All other grade changes in this category must be handled through the appropriate procedure approved by the Vice President of Instruction.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 04/15/09 by Board

DATE OF LAST REVIEW: