



Policy Title: Grade Change Policy

Policy Number: REG.102

Policy Owner: VP for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 6/10/2016

1. Purpose and Scope

The purpose of the policy is to maintain accurate academic records; to ensure that all grade changes are approved by the appropriate people; and finally to ensure that all grade changes are handled within a single university department, i.e. the Registrar's Office.

2. Policy

At the close of each semester, professor post final grades for students. A grade can be changed only if a "clerical 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 an Incomplete (I) grade, the completion of additional work. The Registrar's Office is the only department which may change grades within CampusVue.

3. Procedures

Bulk Grade Changes

1. CampusVue allows a one-time grade entry for final grades. Very often professors will accidentally enter only a few grades with the intention of entering more grades in at a later time. When this happens, the remaining grades for that course are entered as zeroes. When the professor discovers he/she has been locked out of making changes to the un-entered grades, he/she may contact either their department chairs or the Registrar's Office. Grade changes are processed by the Registrar's Office and a confirmation email is sent to the professor.
2. If the professor mistakenly enters a bulk of grades incorrectly, he or she should send an e-mail to the department chair or Registrar's Office and provide the correct grades. The Registrar then will send a confirmation e-mail to the professor and copies it to the department chair once the changes are processed.

Single Grade Changes

1. If a professor enters an incorrect grade, a Grade Change Form must be submitted to the Registrar's Office with all appropriate signatures, the professor, the department chair and the VP for Academic Affairs. It should indicate the term, the course, the current grade, what the new grade should be, and the reason for the grade change.
2. If the Academic Appeals Committee determines that the grade originally assigned ought to be changed, the grade change request is directly sent to the Registrar's Office to update the grade accordingly. The Registrar's Office then informs the student of the grade change.
3. When a student receives an Incomplete (I) grade in a course, he or she has a maximum of one full semester to complete the coursework and receive a grade from his or her professor. If a grade change

form has not been received by the specified deadline, which cannot be after the conclusion of the next full term, the grade will be changed to an “F” by the Registrar’s Office.

Time Frame

Grade Change Forms may be accepted by the Registrar’s Office at any time within one year the course was taken.

Handling of Grade Change Forms

All forms submitted to the NAU Registrar’s Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar’s Office Records Room. As with all student related documents, FERPA regulations apply.

4. Who Should Read This Policy

- Faculty and Staff
- Department Chairs

5. Related Documents and References

- Change of Grade Form
- Academic Catalog



Change of Grade Form

Student First Name:	Middle Name:	Last Name:
Student ID:	Phone Number:	
Course Name:	Course Number:	
Semester:	Year:	
Original Grade:	New Grade:	
Date Completed:	Date Filed:	
Justification:		

ALL SIGNATURES INDICATED ARE REQUIRED FOR THIS CHANGE TO BE VALID. PLEASE
SUBMIT COMPLETED FORMS TO THE OFFICE OF THE REGISTRAR.

Initiated By:

Date:

Instructor/Dean of Enrollment Signature

Approved By:

Date:

Signature of VP – Academic Affairs

Signature:

Date:

Signature of Registrar when Processed

COPY TO: Registrar (original)
VP – Academic Affairs
Faculty
Student