

# GRADE CHANGES

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A grade may not be changed except when an error has been made in computing or recording.

Final course grades must be submitted to the Registration and Records Office by the course instructor no later than one week (7 calendar days) after the end of the quarter. All changes of a final grade after this time must be submitted by the course instructor within thirty (30) days of posting of grades by the Registration and Records Office. The exception to this rule is in the case of course remediation completion (see Program Student Handbook for details on course remediation, if offered). Change of Grade Request Forms must be filed by the course instructor.