

Change of Grade

1. An instructor does not have the authority to change a grade once it has **been submitted to the Registrar's Office.**
2. Any change of grade must be done via a Grade Change Form which must be signed by the instructor and approved by the Academic Dean noting the reason for the grade change
3. Any grade queries or change of grade must be done within the following semester/session that the grade was awarded.
4. Make-up examinations not completed with the assigned period as stated in 15.6.6 would follow the policy as it relates to incomplete grades.