

Mid-Atlantic Christian University
Academic Affairs Policy #43

SUBJECT: Challenging and/or Changing Final Grades for Semester

DATE: 1/18/1995

REVISED: 10/8/2008; 3/3/2013

NEXT SCHEDULED REVIEW: every fourth year, February 2017

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Registrar and Faculty

Procedure for: Academic Affairs Office and Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

The proper assignment of grades is a crucial part of a faculty member's teaching role, and thus should be carefully calculated and considered. Grades should only be assigned after careful consideration of students' work, and should follow any grading policies established in course syllabi.

Because grades are such an important part of the academic process, there must be a provision for seeing that these grades are accurate. As a result, there must be a provision for changing grades that are incorrect. Such grade changes, however, should be very carefully guarded and made only in extreme circumstances. Certainly grade changes should never be made due to pressure or negotiation by a student, or to reflect work that was performed after the deadline for grade submission. Grade changes should only be made for a calculation error or an error in recording.

II. Policy

Disputes about final grades must be resolved by the end of the following semester after the grade was assigned. Grades that are not contested before that time are final. Disputes concerning a course grade are resolved through conferences between the student and the faculty member who assigned the grade. If still dissatisfied, students may appeal in writing to the chairperson of the department, who will conduct an investigation. If the instructor of the course also is the department chairperson, the Vice President for Academic Affairs will handle grade appeals.

III. Procedure

If a grade has been issued in error due to miscalculation or an error in recording, the faculty member should request from the Registrar approval for the grade change. Responsibility for assignment of the final grade lies with the professor; responsibility for approval of the grade change (after the deadline for grade submission) lies with the VPAA.

IV. Published

Academic Catalogs, Faculty Handbook, Adjunct Handbook

V. Reason for Revision

VI. Appendices