

Grade Changes and Faculty Checkout

GRADE CHANGES

Instructors have total responsibility and authority for the assigning of grades. The policy regarding incomplete grades is stated in Policy No: 401-0203AP, Incomplete Grades and in the College Catalog and Student Handbook. No other grade may be changed by an instructor once the grade has been given without the consent of the vice president of academic and student services.

FACULTY CHECK OUT

Check out is required at the end of the course. Grades are submitted electronically through Patriot Port.

All grade reports **must** be entered before 11:00 a.m. on check out day. The faculty member must sign and date the grade book and attendance sheets for the course. All documentation must be submitted to the department dean or academic dean at check out. Last dates of attendance are required for F (Failed) and R (Expected Progress-Developmental Credit) grades. If incompletes are given for any student, the Incomplete Form must also be submitted with the grade book.

Policy Number: 401-02-02AP

Legal Reference: College Catalog and Student Handbook, Incomplete Form

Cross-reference:

- [Incomplete Grades](#)

Adopted: May 22, 1991

Reviewed: May 2018

Amended: July 20, 2006; July 22, 2014

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