Procedure Number: 234	Effective Date: 06/23/86
Title: Changing Grades	Revised: 07/01/10
Approval Date: 23 June 1986, 04/19/06	President's Signature: on file

In the event that a student's grade should be changed, the Registrar must be notified in writing. Requests for grade changes occurring more than one semester beyond the semester in which the grade was assigned must be reviewed and approved by the Committee on Admissions and Credits.

Every effort should be made to insure the accuracy of grade calculations. Grade changes affect the validity of Veterans certification, Dean's List and other data.
(See Policy #221 for grade appeal procedures.)