



## **36.006: Correction or Omission of Grade Policy**

**Responsible Executive:** Vice President of Academic Affairs  
**Responsible Office:** Office of the Registrar  
**Related Policy:**  
**Approved-On Date:** Prior to 1998  
**Effective Date:**  
**Revision Date:**

### **Policy Statement**

In the event a grade was not recorded for a student, the original grade was transposed or an error was made in calculating the final grade, the faculty member is able to complete the Request for Correction/or Omission of Grade Report to have the error corrected. The faculty member must provide documentation to justify the correction request.

### **Purpose**

This policy provides the guidelines for faculty to use when making corrections to a student's grades.

### **Procedures**

Once faculty realize an error has been made in submitting a grade for a student, he/she must complete the Request for Correction/or Omission of Grade Report. He/she must attach documents to show (a) errors, in computing, recording or transposing original grade, or (b) any other pertinent information regarding the request. The report must be signed by the instructor, the department head for which course was taught, and the dean of school for which course was taught.

The Dean is responsible for forwarding all copies of the report and documentation to the Registrar's Office. The Registrar's Office then submits the report to the Academic Standards and Credits Committee for a decision on the request. Following the committee's decision, copies will be sent to the instructor, the department head for which the course was taught, who will notify the dean of the school for which the course was taught, and to the student's department head (if different) who will notify the student.