TEXAS STATE TECHNICAL COLLEGE SYSTEM

SYSTEM OPERATING STANDARD

No. ES.4.13	**Page 1 of 3**	**Effective Date: 07/29/99**
DIVISION:	**Educational Services**	
SUBJECT:	**Changing a Grade on a Student=s Permanent Academic Record**	
AUTHORITY:	**Minute Order #73-97**	
SUBMITTED BY:	***Original Signed by J. Gary Hendricks***	
TITLE:	**Vice Chancellor**	**Date: 07/29/99**
APPROVED BY:	***Original Signed by Bill Segura***	
TITLE:	**Chancellor**	**Date: 07/29/99**

STATUS: Approved by Management Council 07/29/99

HISTORICAL STATUS: Revised 05/12/99
Approved by BOR 07/26/97
Approved by M/C 07/24/97
Revised 06/18/97
Revised 05/15/97
New Format/Revised 04/25/97
Updated 05/30/91
Final 05/13/88

POLICY

It is the policy of Texas State Technical College to delineate methods by which a grade change on a student's permanent academic record may be accomplished.

PERTINENT INFORMATION

Student grades are among the most important records kept by the institution. Policies and procedures must ensure the privacy and integrity of student grade records and, at the same time, provide students an orderly and logical process to appeal final course grade decisions. The

student transcript is a historical document that should reflect actual grades from the time they are assigned and should not be changed or removed without specific justification and approvals.

DELEGATION OF AUTHORITY

Presidents have the authority and responsibility to establish procedures to meet the requirements of this System Operating Standard.

The office responsible for maintaining student records has the authority to effect grade changes that meet the policy and operating requirements of this System Operating Standard.

OPERATING REQUIREMENTS

1. An appeal process for student appeals of final course grade decisions must be documented, communicated to students, and followed by all relevant departments.

2. Strict procedures must be followed in the recording and transmission of student grade changes to minimize the possibility of error, omission or unauthorized change.

3. The currently adopted Change of Grade Form must be used for the purpose of altering grades on a student's transcript record.

4. The reason for changing a grade recorded in a student's permanent academic record must be provided in writing on the Change of Grade Form and must be signed by the instructor of record and a member of instructional management.

5. Only the office responsible for maintaining student records may effect the actual change to a student's permanent academic record.

6. A copy of the Change of Grade Form shall be placed in the student's permanent academic record file for audit purposes.

7. Any grade change must be made within one year of the issuance of the grade.

8. A grade may be changed due to an error, student completion of course work previously graded "IP" (In Progress), or due to a finding, supported by fact, by appropriate members of management or an appeal committee operating in accordance within established college procedure. If coursework is not satisfactorily completed within one year from the end of the term for which the “IP” grade was issued, the “IP” grade will be changed to an “F” grade.

9. A grade cannot be changed to a "W" (Withdrawal) unless in conjunction with an administrative late drop or withdrawal from the college that is approved in accordance with college operating procedures.

10. When a grade is changed on a student's permanent academic record, the student shall be notified in writing.

PERFORMANCE STANDARDS

1. A process for student appeal of final course grade decisions is documented, communicated to students, and followed by all relevant departments.

2. Operating procedures exist and are followed for changing a grade on a student's permanent academic record.

3. All other operating requirements specified above are met.

COLLEGE OPERATING PROCEDURE

COLLEGE		**Page 1 of**
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		**Date**