



## Record Correction Guidelines

Grade Correction Request	Description	
<b>From:</b> Not registered <b>To:</b> Passing grade (A, B, C, D, P)	<p>A student not listed on the class roster means that the student did not register in the class or was dropped for non-payment.</p> <p>The instructor is responsible to ensure that students attending the class are registered but I may approve the request depending on the circumstance.</p>	May be approved
<b>From:</b> W <b>To:</b> Passing grade (A, B, C, D, P)	<p>Requests which show that the student withdrew from the class in error; or was dropped mistakenly by the instructor on the attendance roster are usually approved.</p>	May be approved
<b>From:</b> Any Grade <b>To:</b> No Show	<p>Requests to change a record from an A, B, C, D, W, NP or I grade to a No Show are not approved. In some extenuating circumstances I may approve an F/FW to a W grade but never a No Show.</p> <p>The instructor is responsible for dropping students who never attended class on the census roster as a no shows.</p>	Not approved
<b>From:</b> Any grade <b>To:</b> Incomplete	<p>Often faculty use of the Incomplete grade option in error, but this is not something that is approved.</p>	Not approved
<b>From:</b> P <b>To:</b> Passing grade (A, B, C, D)	<p>After the deadline to change the grading option, a Pass/No Pass (P/NP) may not be changed to a letter grade.</p>	Not approved
<b>From:</b> Any grade <b>To:</b> P	<p>The P/NP option must be selected by the student by the deadline date and may not be changed from a letter grade to P/NP.</p>	Not approved
<b>From:</b> B, C, D, F <b>To:</b> a better grade	<p>These are typically errors and approved upon instructor's request.</p>	Approved
<b>From:</b> Any grade <b>To:</b> W	<p>This may be approved if the instructor admits to a HUGE mistake. The instructor is responsible for dropping students who never attended class on the census or attendance roster. If a student is not dropped and has not been attending the student will appear on the grade roster and the instructor must award a final grade.</p> <p>No fees will be refunded if the withdrawal is approved beyond the deadline to receive a refund or not owe fees.</p>	Not approved
<b>From:</b> F <b>To:</b> W	<p>Requests for late withdrawals may be approved if documentation substantiating the circumstance is provided. No fees will be refunded if the withdrawal is approved beyond the deadline to receive a refund or not owe fees.</p>	May be approved

\* Record correction form must be submitted with supporting documentation (attendance roster, grade roster).

\*\* No grade will be changed later than **two years** after the calendar date ending the semester in which the grade was assigned.