

College Operating Procedures (COP)



Procedure Title: Grade Corrections and Reports
Procedure Number: 03-1202
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: Guidelines for professors to communicate directly with students who are doing unsatisfactory work.

Procedures:

During the semester, professors will communicate directly with students who are doing unsatisfactory work. The responsibility for the academic evaluation of students and the assignment of final grades rests with the professor who has been assigned to teach that course. A student who believes that an error was made in the assignment of their final grade must contact their professor by the 28th calendar day after the start of classes in the subsequent semester.

For example, the student must request the review of a grade that was assigned in the Fall semester by the 28th calendar day after the start of Spring classes.

The professor who assigned the final grade must initiate a Change of Grade. The Change of Grade form must be signed by the appropriate Academic Dean and forwarded to the Office of the Registrar.

As a matter of practice, a grade is corrected only in the instance where an error was made in the recording of a grade. Under no circumstances will an Academic Dean change a student's grade. In rare cases under compelling extenuating circumstances, an Academic Dean may ask a professor to consider changing a grade if it is deemed appropriate to do so. During the semester professors will communicate directly with those students who are doing unsatisfactory work. Students with unsatisfactory performance are encouraged to meet with their professors with a view toward improving their work.