



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## Grade Correction Policy

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 2024-03-05

Responsible Office: Registrar

### 1. Purpose

When a grade is recorded incorrectly on a student's transcript there must be a way to correct that error. This policy only applies to grades that are incorrect due to clerical or computational errors by faculty or staff.

### 2. Scope

All students that earn grades, faculty responsible for assigning grades, and staff involved in keeping academic transcripts are bound by this policy.

### 3. Definitions, Roles and Responsibilities

#### 3.1.1. Definitions

- 3.1.1.1. **Student:** Any student enrolled at Commonwealth University, including undergraduate and graduate students.
- 3.1.1.2. **Grade:** Letter assigned at the end of a semester, session, or intersession reflecting the final evaluation of a student's work. Incomplete grades are not subject to this policy.
- 3.1.1.3. **Instructor of Record:** Faculty member responsible for assigning a final grade for students in a course.

#### 3.2. Roles and Responsibilities

- 3.2.1.1. **Instructor of Record:** Initiates the grade change process.
- 3.2.1.2. **Department Chair:** Approves the request to correct the final grade
- 3.2.1.3. **College Dean or their designee:** Approves the request to correct the final grade upon recommendation of the instructor of record and the Department Chair.
- 3.2.1.4. **Registrar:** Records the grade correction on the student's permanent record.



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### **4. Policy**

- 4.1. It is the student's responsibility to review final grades at the close of a semester or academic session.
- 4.2. An instructor may correct a grade only in the case of a clerical or calculation error. Students who believe that their final course grade reflects capricious or discriminatory academic evaluation may initiate and pursue a grade change appeal in accordance with the Academic Grievance Policy (CU XX-XX)
- 4.3. No grade may be changed after a student has graduated.
- 4.4. No grade may be changed under this policy after four weeks into the semester following the session for which the grade was issued. (e.g., A course registered and graded in the fall semester or winter intersession may be changed up to four weeks into the spring semester; a course registered and graded in the spring semester or summer sessions may be change up to four weeks into the fall semester.)
- 4.5. A grade may only be changed under this policy upon receipt of the appropriate form which shall indicate the correct grade to be assigned as well as the approvals of the instructor of record of the course in question, their department chair, and the Associate Dean or Dean of the college offering the course, indicated by their signatures.
- 4.6. When the instructor of record is no longer available to resolve an error in calculating or recording a grade, the instructor's department chair is authorized to take the necessary action.
- 4.7.

### **5. Procedures, Standards, and Guidelines**

- 5.1 Form for faculty may be found here: <https://automatedforms.commonwealthu.edu/>

### **6 Compliance and Enforcement**

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

### **7 Additional Information**

#### **7.1 History**

- 7.1.1 Replaces Interim CU policy "Grade Change"



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7.1.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

7.1.3 Revised - [Date of Revision]

7.1.4 Next Review Date - [Date of Revision]

**7.2 Related Policies - Grading, Academic Grievance**

**7.3 Contacts for Additional Information and Reporting**

Registrar, Commonwealth University, Attn: registrar@commonwealthu.edu 570-389-4263, 570-484-2006, 570-662-4202]