



Title: Grade Changes
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Grade Changes

Louisiana Technical College (LTC) defines the guidelines for changing a student's grade.

149.1 SCOPE

After a faculty member has submitted a grade roster for a class, all changes of grades are completed through the submission of a ("Grade Change") form. Grades changes may be initiated by an instructor only to:

149.1.1 Correct a computational or transcription error on the part of the instructor.

149.1.2 Change an "I" grade to a final grade after the student has completed the "I" contract.

149.1.3 Alternatively, in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an "I" contract.

149.1.4 Instructors may not change a student's grade based on extra work done by the student after the semester ended or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student's failure to notify the instructor in a timely fashion).

Policy Reference: LTC Grade Change Request Form IS100.18

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution: Distributed Electronically via College's Intranet
Hard Copy Distribution to LTC Regional Directors



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