Grade Change Process for Faculty

This process must be used at any time you have to make a change to a student’s grade. Reasons for this include, but are not limited to:

- correcting a grading error;
- changing a grade from an Incomplete to a letter grade,
- adjusting a grade due to a grade dispute/grievance.
- submitting a grade after the grading window deadline has been missed.

Grade changes for students not going through the grade grievance process must be made within 90 calendar days of the last official day of the class. Any grade changes received after that time will not be accepted.

Send an email to gradechange@mohave.edu. **DO NOT cc the student with this email!**

If you are submitting a grade change for more than one student in a class, you must submit each grade change via a separate email. Do not send multiple grade changes via one email.

The email must come from one of two sources:

1. **Your Mohave Community College email account** (emails from personal accounts will be rejected and returned).
2. If you cannot access your MCC email account, the grade change must come from the MCC email account of your campus Associate Dean (or the Associate Dean’s secretary) or the Dean of Instruction (or the Dean’s secretary). Emails from any other MCC personnel will not be accepted.

Include the following information in this exact format and order. Grade changes not in this format and order will be rejected and returned.

1. Student Name
2. Student MCC 6-digit ID number
3. Full course prefix, number and section number
4. Semester/term and Academic Year
5. Instructor Name
6. Previous Grade
7. New Grade
8. Last Date of Attendance (if new grade is “U” or “F”)
9. Full explanation of reason for grade change
Example

1. Student Name: Jane Doe
2. Student MCC 6-digit ID number: 888499
3. Full course prefix, number and section number: ENG 101 859
4. Semester/term and Academic Year: Fall 2012-13
5. Instructor Name: John Q. Public
6. Previous Grade: D
7. New Grade: F
8. Last Date of Attendance: October 31, 2012
9. Full explanation of reason for grade change:
   Examples: Student completed missing assignments;
              Incomplete contract requirements met;
              Error in final grade calculation;
              Missed grading window deadline.

Note:

- If no grade has been previously posted, note previous grade as “Current”.
  Example: Previous Grade: Current
           New Grade: C

- If a grade should be removed and no new grade posted, note new grade as “Current”.
  Example: Previous Grade: WR1
           New Grade: Current