

## **GRADING POLICY - DRAFT**

“Any change of grade after the original submission of grade for a class to the records office requires a signed form from the instructor indicating the change requested and the reason for the change.

Any addition of a student to a class after the last official date to do so requires 1) a signature of the faculty granting the grade and 2) a signature of the faculty into whose class the student will be added for records purpose. The second signature is a waiver by the signing faculty member to any special compensation, and is concurrence that the addition is being done for records purposes only and does not indicate any responsibility of that faculty for the grade. Students are responsible for the tuition charge in the semester in which they will receive the grade.”

2/7/02