

AMEND BOARD REPORT 07-0623-PO3

GRADE CHANGE POLICY

THE SUPERVISOR'S RECOMMENDATIONS

PURPOSE: The objectives of this policy are: (1) to establish requirements to authorize changes to procedures and processes and for which a student's quarter, semester and final grades may be

III-IV. Reasons for Grade Change

Once a quarter, semester or final grade has been issued, that grade may only be changed for the following reasons:

1. miscalculation of test or assignment scores;
2. a technical error in assigning a particular grade or score;
3. the evaluation of an extra assignment which impacts upon a grade;
4. use of an inappropriate grading/evaluation system; or
5. failure to meet grade posting deadline causes incorrect grade reporting; or

6. Other valid reasons when authorized in writing by the Area Instruction Officer/Chief Area Officer or

be provided to the Principal who will ensure that it is maintained in the student's cumulative folder with the student's permanent record. The student's electronic grade record in IMPACT shall be updated only upon receipt of the fully executed Grade Change Authorization Form accordingly in accordance with

VI.VII. Grade Changes Occurring After One Year

If more than one (1) year has passed from the date the grade was originally issued, the Principal and AIO

