

# Grade Change Information

When a change of grade is needed for a class on a student's record, the instructor of the class submits the information to the Office of the Registrar via the Electronic Grade Change System through E-Services/Grade Change.

## **Grade changes are governed by the following rules:**

- They must arrive in the Office of the Registrar via the electronic grade change system.
- In extenuating circumstances a Change of Grade form, properly signed by the instructor and the department chair, may be used.
- Department chairs can authorize change of grades in the absence of the instructor by signing the official paper grade change form and submitting it to the Office of the Registrar.
- Changes are accepted up to two calendar years from the original term of enrollment of the course.
- Changes will be accepted for :
  - I's (Incomplete)
  - IP's (In Progress)
  - Z's (grade unknown)
  - errors in the calculation of the original grade
  - Incomplete/In Progress/Z grades that were converted to F or NC

## **Grade Changes are not accepted for situations involving grades of W.**

### **Grade Changes/2-year limit- Grading Policy:**

A change of grade will be accepted by the Office of the Registrar when securely submitted via the Electronic Grade Change system by the instructor. Department chairs can authorize change of grades in the absence of the instructor by signing the official paper grade change form and submitting it to the Office of the Registrar. Changes will be accepted for completed grades for up to two calendar years from the original term of enrollment for that specific course.

### **Deans/Department Chairs can see grade changes for their area at:**

<https://secure2.mnsu.edu/Registrar/Grades/GradeChanges.aspx>.

**Normal processing time for a grade change is one week.**

### **Questions concerning grade changes should be directed to:**

[grades@mnsu.edu](mailto:grades@mnsu.edu)

Office of the Registrar WA 132 507-389-2577