



Policy Name:	Grade Changes
Effective Date:	February 16, 1993
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

Purpose

To set forth the policy on grade changes.

Policy

Grade point averages determine eligibility for graduation; placement on probation; certification in several areas; eligibility for financial aid, graduate school, and graduate assistantships; and a variety of other statuses that are important to the student, Northwest, and colleges and universities to which the student may transfer to as an undergraduate or seek admission to a graduate program.

The posting of final grades is one of the most important administrative tasks performed by faculty in the evaluation of students. These change requests are disallowed because of the impact on a student's status that occurs after a new semester has begun, or after a student has received a transcript and transferred to another college or university or has been admitted to a graduate program at Northwest or some other college or university. If the grade is changed, the transcript on file with another institution is no longer an accurate record of the students' Northwest transcript.

It should also be emphasized that the process in changing grades involves five different tasks/transactions that must be completed before the process is completed. The staff time involved in the overall process is substantial.

Once a grade is posted, the grade cannot be reduced to a lesser grade.