



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**EGA-5**      **Final Course Grade Change**      **APPROVED:** July 20, 1981      **REVISED:** December 10, 2021  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** EGA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

---

**OBJECTIVE:** To establish a standardized system for making final course grade changes.

**PROCEDURE:**

- I. A final grade may only be changed or processed with the appropriate Dean's/Director's approval. The request must be initiated within forty-five (45) calendar days from the last day of the term or session for which the grade was assigned.
- II. Student Responsibilities

A student may request in writing to the instructor a change of grade within forty-five (45) calendar days after the final grade is awarded.
- III. Instructor Responsibilities
  - A. If the instructor agrees to change the grade, he/she will obtain a *Change of Grade Form* from the Office of Admissions and Registration. The instructor will complete, sign and submit the form along with supporting documentation (a memo of explanation and updated grade record) to the Dean/Director for a decision.
  - B. If the change of grade is approved, the Dean/Director forwards documentation to the Office of Admissions and Registration for processing.
  - C. If the change of grade is not approved, the Dean/Director returns the form to the instructor indicating reason(s) for non-approval and notifies the student of the action.
  - D. If the instructor is not likely to be available for an extended period of time, the Dean/Director may process a change of grade, if deemed necessary.
- IV. The appeal process for a student is contained in College Procedure EGA-6 *Student Appeal of a Final Course Grade*.