

Memorandum of Administrative Policy Grading Policy

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A.06 AP

Purpose

This document describes policies for assigning and modifying course grades at UHCL.

Grading Assignments

Only the course instructor may assign a grade for a student.

Grade Changes

Grade changes are allowed for only one of the following three reasons:

1. Removal of an incomplete grade.
2. Result of a grade appeal or hearing.
3. Correction of instructor error.

Other than removing an incomplete, grades will not be changed on the basis of extra work submitted after final grades are assigned.

Grade changes may be made by the instructor or the appropriate Associate Dean in the absence of the instructor.

After one long semester, a grade change submitted by an instructor must be approved by the Associate Dean of the College in which the course is located. Grade changes must be completed within one year after the initial grade is posted.

Revision Log

Revision Number: 1, Approval Date: 05/14/2015