



Policy Name:	Grade Changes
Policy Number:	1.149
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

## Grade Changes Policy

Northwest Louisiana Technical Community College (NLTCC) defines the guidelines for changing a student's grade.

### 149.1 SCOPE

After a faculty member has submitted a grade roster for a class, all changes of grades are completed through the submission of a ("Grade Change") form. Grades changes may be initiated by an instructor only to:

- 149.1.1** Correct a computational or transcription error on the part of the instructor.
- 149.1.2** Change an "I" grade to a final grade after the student has completed the "I" contract.
- 149.1.3** Alternatively, in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an "I" contract.
- 149.1.4** Instructors may not change a student's grade based on extra work done by the student after the semester ended or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student's failure to notify the instructor in a timely fashion).

Policy Reference: LTC Policy # IS1930.149 Grade Changes  
LTC Grade Change Request Form IS100.18

Approved:

A handwritten signature in black ink, appearing to read "Jeyda Spillers", is written over a light gray grid background.

Dr. Jeyda Spillers

Chancellor

