

ST. PATRICK'S SEMINARY & UNIVERSITY

GRADE CHANGES

Procedure Title	Grade Changes
Approval Authority	Faculty Assembly
Responsible Party	Registrar
Administrative Oversight	Academic Dean

Faculty members are required to submit course grades at the end of each semester by the deadline specified in the Institutional Calendar. If an instructor finds it necessary to change a student grade, he must notify the Registrar in writing with an explanation for the grade change. All grades are final and cannot be changed after six months from the original grade submission deadline. Any appeals after six months must be made to the Academic Dean with proper justification. Upon approval from the Academic Dean, the Registrar will process the grade change.