



Policy Name	Grade Correction Policy
Policy Number (Org/No.)	20000.430
Administrative Division	Division of Academic Affairs
Unit	Division of Academic Affairs
Effective Date	January 10, 2023
Revised Date	
Review Date	

1.0 Purpose

Please state brief purpose of the policy...

This policy governs grade modifications and corrections.

2.0 Applicability

This policy applies to all Jackson State University administrators, faculty, staff, and students.

3.0 Definitions

Not applicable



4.0 Policy

Grades submitted to the Office of the Registrar and Records by the University instructor of record are final and official. A final grade is based on the instructor's evaluation of course work completed as of the official end of the course. Final grades should not be changed as the result of the submission of additional work or the repeating of examinations after the official conclusion of the course for the purpose of improving the final grade. However, a course instructor may change a reported grade if the original was incorrectly assigned due to clerical or computational error, if the student has been successful in a grade appeal, or if a student meets the requirements for the removal of an incomplete grade (I-Incomplete grade). Grade corrections due to clerical or computational errors must be changed within 30 calendar days of its issuance. Grade changes resulting from a grade appeal must be changed within 30 calendar days of the conclusion of the appeal. Any grade changes made after the 30 calendar day period related to clerical or computational errors or a grade appeal must have the written approval of the Provost of Academic Affairs. Incomplete grades assigned in a Fall semester or Fall Intersession must be resolved and the final grade must be entered by the last day of classes of the next Spring semester. Incomplete grades assigned in a Spring semester, Spring intersession, or Summer semester must be resolved and the final grade must be entered by the last day of the next Fall semester.

5.0 Employee Adherence

All University faculty, staff, students, student organizations, and volunteers are expected to comply with all federal and state laws, the Mississippi Institutions of Higher Learning policy and bylaws, and University policies, including but not limited to this stated policy to help ensure that the University maintains the integrity of grades and academic records, as expected by the Southern Association of Colleges and Schools Commission on Colleges.

6.0 CERTIFICATE OF APPROVAL / SIGNATURE

Policy Name	Grade Correction Policy	
Policy Number	20000.430	
Administrative Division	Division of Academic Affairs	
<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
President		
General Counsel		1/10/2023
VP/Provost		
Director		

7.0 REVIEW AND REVISION HISTORY

<u>Example:</u>	
CREATED	July 17, 2022
REVISED	
REVIEWED	January 10, 2023
REVIEWED	
REVISED	

