

Procedure #	AA-108-P6	Revision #	02
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## Change of Grade Procedure

### 1. Definitions

- 1.1. **Final exam:** A course exam is held once at the end of the semester.
- 1.2. **Incomplete Grade:** A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).
- 1.3. **In Progress Grade:** A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

### 2. Procedure

- 2.1. Change of course grade is limited to cases considered and approved by the college in accordance to the incomplete grades, in progress grades, and final exam review procedures.
- 2.2. The Change of Grade Approval Form shall be filled and signed by the course instructor and approved by the dean of the college to which the student is enrolled.
- 2.3. The approved form is submitted to the Director of the Admission and Registration Department, who signs it and delivers it to the registration officer to implement the approved change of grade on the student's record and to save the form in the student's file.

### 3. Related Documents

- 3.1. Change of Grade Form (AA-108-F4)