



GRADE CHANGE POLICY

PURPOSE

To establish rules for changing grades that have already been submitted.

STATEMENT OF POLICY

A faculty member may change a grade in situations where it is warranted. All changes from one letter grade to another require instructor, chair and dean approval and must be completed prior to degree conferral. Changes to grades cannot be made once a degree has been conferred. In the event that a graduating student appeals a grade through the formal grade appeal process, a grade may be changed at the conclusion of the appeal process.

Additional Information:

- An original grade change form must be submitted directly by the academic department or Dean to the Registrar; forms submitted by students will not be accepted.
- Faculty signature is always required.
- Chair and Dean signatures/approval are required when the change from INC is requested after the deadline (end of subsequent Fall for Spring and Summer Incompletes; end of subsequent Spring for Fall Incompletes).
- Changes from one letter grade to another (does not include INC) always require faculty, chair, and dean approval.

POLICY TYPE: STUDENT AFFAIRS