

Academic Regulation - Office of the Provost

CATEGORY: STUDENT AFFAIRS
SECTION: University Grading
SUBJECT: Grade Changes
EFFECTIVE DATE: January 1, 2006
PAGE(S): 1

I. SCOPE

This policy establishes the responsibilities and regulations regarding the grade change process.

II. POLICY

Grade changes must be made using the Grade Change Request Form and must include complete student, term, course, and grade information, as well as the reason for the grade change. In addition, the following regulations must be adhered to:

- The information provided on the form must match the information in the student administration system.
- The grade submitted must conform to the grading option(s) available for that course (and the option selected by the student, if applicable). **Note: G grades may not be changed after more than one year has passed from the end of the term or session in which that grade was submitted (Deans may request exceptions to this policy in extenuating circumstances).**
- The instructor's signature is required (unless the instructor is unavailable, in which case the department chairperson may sign in place of the instructor).
- The signature of the dean (or designee) of the academic center offering the course is required.
- Instructors should refer to individual school policy and guidelines for additional information.

III. REFERENCES

[Academic Regulation: Grading System](#)

[Academic Regulation: Grading Options](#)

[Academic Regulation: G Grade Deadline](#)

[Academic Regulation: Course Withdrawal](#)