



GRADE CHANGE POLICY

Effective Date: September 25, 2003
Responsible Office: Office of the Registrar
Division: Academic Affairs

Revised Date: January 28, 2022

I. PURPOSE/OBJECTIVE

To ensure that grade changes are processed timely and properly, according to University guidelines.

II. STATEMENT OF POLICIES

- A. After a grade is submitted to the Registrar’s Office, it can be changed only by the instructor of record with verification by their department head that an error was made in reporting the grade.
- B. The grade must be initiated by the instructor of record on the grade change form (available in the academic department’s office). The form must be approved by the Department Head, Academic Dean, and Provost/Vice President for Academic Affairs. The official grade change form will be submitted electronically to the Registrar’s Office. The change will be recorded by the Registrar’s Office after the grade change is received from the Provost/Vice President for Academic Affairs.
- C. If the instructor of record is separated from the university, the grade change is implemented by the academic department head and forwarded to the academic dean for approval. The official grade change form with supporting documentation attached is forwarded to the Provost/Vice President for Academic Affairs for electronic submission to the Registrar’s Office.
- D. Materials submitted after the official completion of a course by means of the final examination and/or otherwise, may not be used as a means of continuing the course and thus changing a previously submitted grade unless justified by supporting documentation. Examples of supporting documentation include, but are not limited to: instructor of record grade book, Canvas grades, approved excused absences, administrative withdrawal documents, authentic student medical records, etc.
- E. Only the grade of Incomplete (“I”) established at the end of the course, may be changed into a regular grade by the submission of additional material agreed upon previously. Any change of “I” to a grade for **undergraduate students** must be received in the Registrar’s Office by a designated date after mid-term of the following semester which the student is enrolled. Incomplete grades must be removed within one year in which the grade was awarded for **graduate students**. A n “I” grade is calculated as “F”.
- F. The instructor of record cannot change a grade to Withdrawal (“W”).

- G. When applicable an “IP” (In Progress) is awarded to students enrolled in special identified courses such as practicums, internships, and others in which course requirements are normally not completed with one term. The “IP” will remain until course requirements have been completed. At that time a regular grade will be awarded. No credit will be given until the “IP” is converted to a regular grade for the entire class, unless a student is a pending candidate for graduation and that change would be allowed for that student only.
- H. The deadline for submission of grade changes is by midterm after the end of the semester in which the grade was awarded for undergraduates, unless the student has submitted a written appeal ([see Procedures for Appealing a Grade](#)). A request for grade change extension form can only be submitted by the instructor of record for the coursework to be completed to the Registrar’s Office in addition with the Incomplete Assignment Form.
- I. The deadline for grade changes is one year after the end of the semester in which the grade was awarded for graduate students.
- J. Other administrative changes must be approved by either the Registrar or Provost/Vice President for Academic Affairs.

III. REVISION/REVISED HISTORY

May 30, 2019- Revised Date