

## CHANGES OF GRADE

Instructors may, for appropriate reasons, change the grade awarded to a student in a given course within one year of the end of the semester in which the course was taken. If the student received an Incomplete ("I") grade at the conclusion of the course and a letter grade was subsequently assigned, that grade may be changed within one year of the date it was assigned.

After more than one year has passed, the instructor must submit an email to their department chair/school director with the student's name, course subject and number, final grade, and the reason for the delayed grading. The department chair/school director would review and if approved, send to the college dean (or designee). The college dean (or designee) would review and if approved, forward to the Dean of Undergraduate Studies or the Dean of the Graduate College, as is appropriate. The final approval is then sent to the Registrar's Office to update the student's record. **For College of Medicine medical students, final approval of a late grade change will be completed by the College of Medicine Dean (or designee) and then sent to the College of Medicine Registrar's Office to update the student's record.**

Grade changes other than "I" to a grade (e.g., "A" to "B," or "C" to "B") are documented in college records indicating the reason for the change (error in grading test, miscalculation, etc.).

Academic Actions are recalculated and updated as a result of grade changes. Once a degree has been awarded, all coursework leading to that degree is considered final. Grade changes or withdrawal petitions for coursework leading to an awarded degree may be considered only in cases of documented University error or if the coursework in question is documented as solely applying to a degree that is still in progress. All other grade change and withdrawal petition policies still apply.