

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: PROVOST/VICE PRESIDENT, ACADEMIC AFFAIRS/ACCREDITATION LIAISON

POLICY IDENTIFICATION: CHANGING A FINAL GRADE

EFFECTIVE DATE: 1/03/08

LAST REVISED: 05/2022

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It is the policy of the University that faculty members seeking to change a student's final grade must submit an approved formal request to the Registrar.

The Request to Change a Final Grade form is available in the Registrar's Office (e-link). The faculty member must justify the reasons for the grade change.

Requests for grade changes must be made before the mid-term period of the next term or semester after the initial grade was given. Grade changes made after the mid-term period of the next term or semester may require detailed justification.

The Vice President for Academic Affairs must forward the completed form to the Registrar's Office if the change is approved. If the change in grade is not approved, the form shall be returned to the instructor.

#### Procedure for Changing a Final Grade

1. Faculty member obtains a Request to Change Final Grade form from the Registrar's Office.
2. Faculty member submits form and justification, and supporting documentation to the Department Chairperson for review.
3. The Department Chairperson submits to the Dean for signature.

The Dean submits the form to the Registrar.  
returned to the instructor.

4. Upon receipt of the approved form, the Registrar makes the change.

The Registrar retains documentation of the change.  
The Registrar notifies the student of the grade change.