Policies & Procedures

Policy Number
1016
Date of Adoption / Rev.
03/25/25

GRADE CHANGES

POLICY

Grade changes may only be made for the following reasons:

- The final course grade was miscalculated
- To change a grade of “incomplete” to the final course grade

The provost must approve all grade changes.

Faculty members are responsible for submitting grade changes for **incomplete and miscalculated grades** to the registrar by Monday of week two of the term immediately following the term where the original grade was issued.