

Faculty Policy on Grade Changes

- All grades (except IN, IP, and NR) are final when submitted to the Office of the Registrar by the instructor.
- Once submitted, a final grade may be changed only by the request of the instructor, with the approval of the department head and dean, by means of a workflow submitted to the Office of the Registrar.
- Changes to final grades must be submitted within six months of completion of the course.
- Any grade changes submitted outside of this timeframe **must also** be approved by the provost.
- A grade of F and additional penalties may be assigned for academic dishonesty, as prescribed in the [Student Academic Honesty Code](#) (1202.1.1).
- Deferred grades (IN, IP, and NR), whether submitted by the instructor (IN) or assigned systematically (IP and NR) are to be cleared by the instructor as soon as possible and no later than the time period specified in the [Faculty Policy on Assigning Grades of Incomplete](#) or the or the [Grade Definitions](#) specific to these deferred grades.

Office of the Registrar

Adopted: August 16, 2007

Revised: March 7, 2019