



**University Policy Statement
California State University, Fullerton**

**UPS 300.023
Grade Changes**

The university recognizes the long-standing prerogatives of faculty to set standards of performance and to apply them to individual students. The university will seek to correct injustices to students but at the same time believes that the instructor's judgment at the time the original grade is assigned is better than a later reconsideration of an individual case. Equity to all students is of fundamental concern. The following policies apply to changes of grades except for changes of Incomplete Authorized (I) and Withdrawal Unauthorized (WU) symbols.

1. In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Each student is notified via Student Portal and Titan Online of the grades earned during the term, and these grades become a part of the official record.
2. A change of grade may occur only in cases of clerical/administrative error or where the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation (computational error). A clerical/administrative error typically stems from a problem in processing or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or reconsideration beyond the specified course requirements.
3. A request for a change of grade shall be initiated by the student affected and shall be directed to the instructor within 60 calendar days of the first day of classes of the regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade Form shall be used to notify the Office of Admissions and Records. These forms are available in department offices and are not to be handled by students. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision is final. The student may file a petition with the Academic Appeals Board on the basis of capricious or prejudicial

treatment by the instructor. (See “Academic Appeals” in the “Student Affairs” section of this catalog.)

4. The Change of Grade Form completed and signed by the instructor, noting the basis for the change, shall not be accepted by the Office of Admissions and Records unless approved separately by the department chair and college dean (or designee).
5. If a request for change of grade is initiated after 60 calendar days into the following semester, it will be approved only in the most extenuating and extraordinary circumstances. An explanation of such circumstances must accompany the request and must be approved separately by the instructor, department chair and the dean (or designee) before acceptance by the Office of the Registrar.
6. If a request for a change of grade is made beyond one semester after the grade is issued, the burden of proof (papers, tests, quizzes, etc.) or documentation of extenuating and extraordinary circumstances lies on the student, as faculty are not required to maintain these items beyond one semester after the class grades are assigned.
7. Initiation of a request for a change of grade will not be considered beyond one calendar year after the grade is posted on Titan Online.
8. In extraordinary circumstances, the Registrar’s Office may refer requests for grade changes to the appropriate administrator in the Office of Academic Programs.

EFFECTIVE DATE: June 17, 2005
New UPS and ASD 05-47

Source: Academic Standards Committee