



University Policy Statement

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 (described in UPS 300.017 and UPS 300.018, respectively).

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 initiated by the instructor may occur only in cases of: clerical/administrative error; instructor reevaluation of the original course assignments of a student and discovery of an error in the original evaluation; or a decision from the Academic Appeals Board; or the need to change an RP (report in progress) grade to a final grade for a thesis, project, or similar course when the work has been completed; or the need to change an RD (report delayed) administrative grading symbol. 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. The symbol "RP" is used in connection with thesis, project, or similar courses that extend beyond one academic term, and the symbol "RD" is used where a delay in the reporting of a final grade is due to circumstances beyond the control of the student (see UPS 300.020).
3. A request for a change of grade initiated by the student affected shall be directed to the instructor no later than 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 UPS 300.030 and the "Student Affairs" section of the University catalog for details and deadlines)
4. The Change of Grade Form requires at least two signatures before it will be accepted for processing by the Office of Admissions and Records. Typically, it is completed and signed by the instructor, noting the basis for the change and approved separately by the

department chair and college dean (or designee). If the instructor is not available or is unable to sign the form, she/he can designate the department chair (or designee) to sign in her/his place. If the department chair is not available or is unable to sign the form, she/he can designate the college dean (or designee) to sign in her/his place.

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.

Source: Academic Standards Committee

EFFECTIVE DATE: December 23, 2013
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and ASD 13-157