



## University Policy Statement

### UPS 300.023 GRADE CHANGES

Faculty have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate letter grades or administrative grading symbols (e.g., I, RP, WU). Grading symbols are defined in UPS 300.020 – Grading Practices. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise. In the absence of compelling reasons, such as instructor or clerical error, arbitrariness or capriciousness, the grade assigned by the instructor of record is to be considered final (see UPS 300.030). A change of grade shall not occur as a consequence of the acceptance of additional work or reconsideration beyond the specified course requirements.

1. In general, all course grades are final when submitted by the instructor to the University grade roster. Grades earned during the term will be available to students in their Student Portal and Titan Online, and these grades become a part of the official record.
2. A change of grade initiated by the instructor may occur only in the following cases:
  - discovery of an error in the original evaluation of work, or assignment of the final grade or administrative grading symbol;
  - a decision from the Academic Appeals Board; or
  - resolution of an RP (report in progress), RD (report delayed), or I (incomplete) grading symbol after the work has been completed or the designated time frame has passed.
3. The student shall request from the instructor a grade change no later than 60 calendar days after 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 the Registrar. 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 normally considered final. If the student believes the grade was assigned in an arbitrary or capricious manner, the student may file a petition with the Academic Appeals Board. (See "Academic Appeals" in UPS 300.030).
4. The Change of Grade Form requires at least two signatures before it will be accepted for processing by the Office of the Registrar. Typically, it is completed and signed by the instructor, noting the basis for the change, and approved separately by the department chair and the college dean (or designee). If the instructor is not available or is unable to sign the form, they can designate the department chair (or designee) to sign in their place. If the department chair is not available or is unable to sign the form, they can designate the college dean (or designee) to sign in their 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 extraordinary circumstances where a compelling reason for a delay in submitting the request is documented. An explanation of such circumstances must accompany the request and must be approved separately by the instructor (unless unavailable), department chair, and the dean (or designee) before acceptance by the Office of the Registrar.
6. The burden of proof (papers, tests, quizzes, etc.) or documentation of extenuating and extraordinary circumstances lies on the student.
7. Initiation of a request for a change of grade will not be considered beyond two calendar years after the grade is posted on Titan Online without approval by the Provost (or designee).
8. In extraordinary circumstances, the Office of the Registrar may refer requests for grade changes to the appropriate administrator in the Office of the Provost.

Source: Academic Standards Committee

**EFFECTIVE DATE: June 2, 2025**  
Supersedes UPS 300.023 dated 12-23-13  
and ASD 13-157