

GRADE CHANGE POLICY

Once an instructor has submitted an official grade report to the Registrar's Office, a grade can only be changed within 30 calendar days of its issuance and only in the case of fraud, clerical error, student completed work (upon approval by the course instructor), or a successful student academic appeal. A grade cannot be lowered by an instructor without the approval of the applicable Department Chair or Division Chair. In extraordinary circumstances, a change of grade may be requested after the 30 calendar day limit has expired. However, any grade change after the 30 calendar day period must have the approval of the Provost.