

## Grade Change

### ACADEMIC AFFAIRS

#### Academics / Grading Policies

Policy Owner: Provost and Vice President of Academic Affairs

*Effective date:* February 2026

*Approval date:* February 2026

*Schedule for Review:* Spring 2031

#### Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar

*For enforcement of the policy:* College Registrar

#### Policy Summary:

This policy governs changes to academic grades after they have been officially posted to a student's transcript. All grade changes must be initiated by the appropriate faculty member through a formal request to the Registrar, with additional dean approval required if more than one year has elapsed. Grades cannot be changed after a student has graduated.

#### Policy Statement:

After grades have been posted to the student's transcript, the appropriate faculty member must work, via a special Grade Change Request form filed at the Registrar's Office, to make all changes. If a year has passed since the original grade was filed, special approval for a grade change from the appropriate dean is required. In the event that a student has graduated prior to a grade change being filed, the original grade will remain permanently on the graduate's academic transcript.

#### Exceptions:

- a. Grade changes for graduating students are permitted until the term's degree conferral deadline has passed.
- b. Grade changes may be made to correct an erroneous grade submitted by the instructor.

#### Cross-Referenced Policies:

[Degree Conferral Policy - Undergraduate](#)

#### Review and Revision History:

Revised January of 2026. To be reviewed again in Spring of 2031