

## Change of Grade

*From the [Academic Rules and Procedures](#) section of the Undergraduate Bulletin*

When an instructor finds that a grade that he or she has previously awarded misrepresents the completion of course requirements or the relative merit of a student's performance, that instructor may submit a Change of Grade Form. A change of grade requires approval by the chair of the department or program in which the grade was given and the dean of the school in which that department or program is housed. Faculty and department chairpersons may contact the Office of Records and Registration to receive the Change of Grade Form. The instructor will be required to state his or her reason for requesting a grade change. Since I (Incomplete) and IP (In Progress) are the appropriate options for allowing students to complete work after the end of a course, "late work" is not an acceptable reason for requesting a change of grade. The request to change a grade must be made within one semester of when the grade was awarded.