



## **Grade Change Policy**

Final grades shall not be changed, except in extraordinary circumstances. In extraordinary circumstances, the Academic Review Committee may change a grade only after consultation with the professor(s) assigned to the course and the Associate Dean of Academics and/or the Registrar, as appropriate. A student or professor requesting a grade change must submit the request to the Academic Review Committee within 45 calendar days of the beginning of the fall or spring semester following the semester or summer session in which the grade was assigned. The decision of the Academic Review Committee is final.

Each semester, the Chair of the Academic Review Committee will report to the faculty any grade changes made, indicating the course, the grade change, and the reason for the change.

If the grade change request pertains to a course in which any member of the Academic Review Committee was the professor, then that committee member shall recuse him or herself and the remainder of the Academic Review Committee shall have the authority to make the grade change in accordance with this policy.

This policy does not affect the Associate Dean for Academics' authority under the Grade Normalization Policy.

*Faculty amended policy February 15, 2006; adopted by faculty November 10, 1999; format and title update April 2, 2011; updated October 2012; updated February 26, 2020.*