
Change of Grade*
[Supersedes PM 88-06]

1. In general, all course grades are final when filed by the instructor at the end of the semester.
2. A change of letter-to-letter grade (excluding changes by petition and administrative grades of "AU," "I," "RD," "SP," "W," and "U") may occur only in cases of clerical error, administrative error, as a disciplinary sanction or when the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation.
3. A change of letter-to-letter grade should be filed by the instructor within one semester after the original grade was submitted.
4. The Vice President for Student Affairs, with the concurrence of the instructor of record, may assign a lower grade than initially assigned by the instructor as a disciplinary sanction. Grades assigned as a disciplinary sanction shall be so noted on the student's permanent record. Such grades must be used in all computations of grade point average (i.e., no "repeat and cancel" policy is permitted).
5. A Change of Grade form, noting the basis for the change of letter-to-letter grade and completed and signed by the instructor and the department chair will be accepted by the Registrar.
6. If the change of grade is initiated after the semester following the assignment of the original grade or is being submitted for any reason other than the one stated in No. 2 above, the petition must contain the signatures of the instructor, department chair, and school dean (or equivalent) and must be submitted to the Student Academic Petitions Committee (SAPC)** for action. Documentation must accompany the petition.
7. Administrative grade changes for "I" and "SP" require only the instructor's signature.
8. Incomplete grades will be automatically defaulted to "F" after one year. Faculty who wish to extend the one-year time limit may do so by notifying the Registrar.
9. Retroactive withdrawals must be complete withdrawals from the university. The acceptable reasons for granting retroactive withdrawals are limited to

*** See current catalog for more details.**

****Currently, Student Academic Petitions and Appeals Committee (SAPAC)**

- (a) documented accident or illness; (b) other serious and compelling reasons which prevent withdrawal from the university before the scheduled deadline, and/or (c) evidence of timely submission of proper forms for withdrawal. Requests for retroactive withdrawals must be submitted by petition to the Student Academic Petitions Committee* within two years of the end of the semester in which the grade was assigned.
10. No grades can be changed for any reason after a degree has been granted, including administrative grades of "AU," "I," "RD," "SP," "W," and "U." The university shall make every effort to remove "RDs" from the student's transcript.
 11. Change of Grade forms are to be turned in to the records office by the chair or designee. Petitions are to be turned in to the records office by the school dean or designee.

***Now, the Student Academic Petitions and Appeals Committee (SAPAC)**