

5.27 Grade Change Policy

Final grades shall not be changed, except in extraordinary circumstances. In extraordinary circumstances, the Associate Dean of Academics may change a grade only after consultation with the professor who assigned the grade. A student or professor requesting a grade change must submit the request to the Associate Dean of Academics 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 Associate Dean of Academics is final.

Each semester, the Associate Dean of Academics 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 the Associate Dean of Academics was the professor, then the Chair of the Academics Standards Committee shall have the authority to make the grade change in accordance with this policy.

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

Faculty amended policy February 15, 2006; adopted by faculty November 10, 1999.