Grade Change Policy

Change of grade forms are used on two occasions only:

- To change an incomplete grade to a final grade
- To correct a miscalculation of a grade

Per University Policy, instructors may not change grades because a student has submitted extra work. Extra credit for grade change is only possible if all the students are given the same extra credit opportunity. Grade change forms can be obtained from the PM. All grade change forms need to be turned into PM for processing. Please note the form will not be processed without the PM's signature.

For questions please see the PM or refer to the University Academic Policy.