

# GRADE CHANGE

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Non-temporary course grades are permanent grades. A permanent grade change may be initiated only by the instructor and only in cases of arithmetic or clerical error, and then only with the approval of the department head of the instructor's academic program. If a student receives a course grade other than incomplete (I), an instructor may not initiate a change of a course grade as a result of reevaluating the quality of the student's performance or as a result of additional work (whether that work is specified in the syllabus or not) performed by the student. Final approval resides with the Dean of the Graduate School.

Such grade changes must be finalized no later than the last day of classes of the next succeeding fall or spring semester.