

# GRADE CHANGES

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Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or by retaking the course.

In the event of a grade error, the faculty member should change the grade using the University's grade change process. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned. Grade changes require the approval of the Chair of the Department and relevant Dean before being approved. Changing an Incomplete grade does not require any outside approval, unless the Incomplete has expired, in which case the Dean must approve the change.

**Note:** *Some graduate units may have more restrictive policies. Contact the academic unit for details.*