UW REGULATION 6-716

Change of Recorded Grades

1. PURPOSE.

To establish a written policy authorizing the changing of final grades.

2. GENERAL INFORMATION.

The assignment of grades for a course is the responsibility of the instructor in charge. Grades which have been reported to the Registrar at the end of the assigned term are final and may be changed only as provided herein, except for temporary grades of I (incomplete).

3. MODE OF GRADING.

The mode of grading (A, B, C, D, F, or S, U) used in all cases shall be that advertised for the course in the class schedule or that selected by the student. Changes in mode are permitted only during the authorized drop/add period and are not affected by this regulation.

4. NOTICE.

Except in the cases of extension classes and correspondence study, the Registrar shall send notice of recorded final grades to students and faculty concerned within three weeks after the deadline for receipt of grades in the Office of Registration and Records. The Dean of the Outreach School shall send timely notice of extension course and correspondence study grades.

5. ALLOWABLE REASONS FOR CHANGE.

An instructor may change a grade which has been reported to the Registrar only to correct an error and only with the approval of the Department or Division Head and Dean of the College responsible for the course.

6. ADMINISTRATIVE PROCEDURES.

a. A request to changed a recorded grade shall be made on a form provided by the Registrar and shall include an explanation of the error claimed to have occurred.

b. The form must be received by the responsible instructor by the 10th class day of the fall or spring semester immediately following the term in which the grade was assigned, unless the grade was assigned for Adult Education, Correspondence, or Extension course work.
c. Once initiated, the form shall be handled only by appropriate faculty members and employed representatives in the offices of the concerned department or division, College Dean, and Registrar.

d. The completed form shall be returned to the Registrar within 30 calendar days from the beginning of the semester; but if the grade was assigned for Correspondence or Extension course work, the form shall be completed and returned within 75 calendar days after the grade was recorded by the Registrar.

e. If communication with the responsible instructor is demonstrably impractical, the Head of the Department or Division concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.

f. When the completed form is received, the Registrar shall notify the student of the action taken.

g. Exceptions to the limitations in time may be approved by the Vice President for Academic Affairs.

7. APPEALS.

A recorded grade may be changed through established appeal processes within individual colleges or an appeal.

Source:

University Regulation 716, Revision 1 and Change 1; adopted 7/17/08 Board of Trustees meeting