

UW REGULATION 6-716 Change of Recorded Grades

I. PURPOSE

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

II. 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).

III. MODE OF GRADING

The mode of grading (A, A-, B+, B, B-, C+, C, C-, D+, 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.

IV. NOTICE

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 the Registrar.

V. 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.

VI. ADMINISTRATIVE PROCEDURES

- A.** A request to change 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.
- 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.
- 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 Provost and Vice President for Academic Affairs.

VII. 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 7/17/2008 Board of Trustees meeting

Revisions adopted 11/16/2012 Board of Trustees meeting

Revision adopted 6/16/2015 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting