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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Change of Grades  
**Number:** UW Regulation 2-121

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### **I. PURPOSE**

To outline the processes and procedures for changing grades, including appeals.

### **II. CHANGE OF RECORDED GRADES**

The assignment of grades for a course is the responsibility of the instructor of record. 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).

#### **A. Mode of grading**

The mode of grading (letter grades or Satisfactory/Unsatisfactory) 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.

#### **B. Notice**

The Office of the Registrar shall post final grades to the student's records in a prompt manner, not to exceed four (4) working days after grades are due.

#### **C. Allowable reasons for change**

Except as provided below, 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, Division, or School Head and Dean of the College responsible for the course. No grade shall be changed by any other person for any other reason except through the grade appeal process specified in paragraph II.E below, or pursuant to sub-paragraph II.D.4 below.

#### **D. Administrative procedures**

1. 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.

2. Once initiated, the form shall be handled only by appropriate faculty members and employees of the relevant department, division, or School, Dean, and Registrar.
3. The completed form shall be submitted to the Registrar within 30 calendar days of the beginning of the semester immediately following the term in which the grade was assigned.
4. If communication with the responsible instructor is demonstrably impractical, the Head of the department, division, or School concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply. This subsection does not create any substantive right to change grades other than for the limited purpose identified in paragraph II.C above.
5. When the completed form is received, the Registrar shall notify the student of the action taken.
6. Exceptions to the limitations in time may be approved by the Provost.

#### **E. Appeals**

A recorded grade may be changed through established appeal processes of individual colleges.

All appeals should begin with consultation with the instructor. Two or more students with the same appeal may join a group action for appeals. Should these meetings fail to achieve a resolution, the student or group of students should meet with the Department Head and the Dean of the College or School in which the course is offered. The Dean or designee shall work to resolve the dispute. This informal resolution process shall include consultation by the Department Head and Dean with the instructor whose grade is being challenged.

If the student or group of students, the Department Head and the Dean are unable to reach a mutually satisfactory agreement, the student or group of students may utilize the grade appeal processes adopted by the applicable College. If the appeal is by a group of students, the group shall submit one statement, which will be processed in the same manner described for individual appeals. Individual grades may still be appealed even if a group appeal is submitted.

Following the college process, if a student or group of students do not agree with the resolution, the student or group of students may submit an appeal to Academic Affairs pursuant to the Standard Administrative Policy and Procedure. The Standard Administrative Policy and Procedure will provide for limited standards for such an appeal.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

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

Reformatted 7/1/2018: previously UW Regulation 6-716, now UW Regulation 2-110

Revisions adopted and moved to UW Regulation 2-106 on 6/12/2019 Board of Trustees meeting

Revisions adopted and moved to new UW Regulation 2-121 on 6/10/2020 Board of Trustees meeting