

DEPAUL UNIVERSITY



Grade Change Policy

Category: Academic Affairs – Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date:

Policy Summary

The grade change policy is intended to outline appropriate reasons for a change to a student's grade.

Scope

This policy affects all faculty and students, as well as staff working in schools, colleges, and Academic Affairs departments.

Policy

With the exception of Incomplete or "R" grades, a final grade that has been submitted to the Office of the University Registrar can only be changed if a clerical error has been made, or if a successful grade challenge or a successful appeal of an academic integrity violation requires a change of grade. Grades should not be changed because of a reassessment of course work, the submission of extra work or by the retaking of an examination. In very rare cases an instructor may request to make a change of grade but it requires approval by a college-based Exceptions Committee.

Procedures

Grade changes that are one letter grade or less will be processed by the Office of the University Registrar upon submission by the faculty member.

Grade changes that are more than one letter grade must be approved by the associate dean of the college offering the class.

- The associate dean reviews the grade change with a college-based exceptions committee.
- If the grade change is approved the associate dean gives approval to the Office of the University Registrar for processing.

If the grade change is not approved, the associate dean informs the faculty member that the grade change was not approved.

Divisional Collaborations

Faculty Council
Committee on Academic Policy
School/College Offices
Associate Deans
Office of the University Registrar

Contact Information

Office of the University Registrar
URSupport@depaul.edu
(312) 362-8610

Appendices

None.

History/Revisions

Origination Date: 9/1/2003
Last Amended Date: 5/15/2019
Next Review Date: