

**Effective:** October 1997

**Academic Policy  
GRADE CHANGES**

**Approved:** October 1997  
Deans' Council, Faculty Senate  
Updated: August 7, 2019, Deans' Council

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It is the student's responsibility to review grade reports upon receipt. The Registrar can verify only grades submitted by a professor. Grade changes can be made only by the professor issuing the grade with the approval of the department chairperson and school Dean. Changes must be in writing and submitted within two months from the date of issue (summer months excluded).