



## Eastern Kentucky University Policy and Regulation Library

### 4.1.9

Volume 4, Academic Affairs  
Chapter 1, Academic Practices  
Section 9, Grade Changes

**Approval Authority:** President

**Responsible Executive:** Provost

**Responsible Office(s):** Office of the Registrar,  
Departments

**Effective:** January 21, 1989

**Last Revised:** January 21, 1989

**Issued:** March 21, 1973

**Next Review Date:**

## Grade Changes

### Policy Statement

The change of grade form must be used, and the signatures of the instructor, department chair, and dean must appear on the form, except for the change of an “I” grade, which requires only the instructor’s signature (See Policy 4.1.11 for Incomplete Grade Policy). It is the responsibility of the Dean of the College to verify that late changes are made only under unusual circumstances and to counsel faculty who do not adhere to the deadlines.

Once a degree has been posted to the transcript, changes will not be made to courses and/or grades earned prior to the posted degree.

All grade changes must be made by the following deadlines: for fall semester grades - the last day of regular classes (prior to finals week) for the following spring semester; for spring and summer semester grades - the last day of regular classes (prior to finals week) for the following fall semester.

Grade change forms must be brought to the Registrar’s Office by the instructors because these forms are accessible to students and because instructors’ signatures cannot always be identified. An optional method may be for the dean of the college to have grade change forms mailed from the dean’s office to the Registrar. Consult with the dean of the college for participation and procedures.

### Entities Affected

- Colleges
- Departments
- Faculty
- Students

- Office of the Registrar

**Interpreting Authority**

Executive Vice President for Academic Affairs and Provost

**Policy Adoption Review and Approval**

**Revised Policy**

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 13, 2013	Executive Assistant to the Provost	Editorial Revision
January 21, 1989	Board of Regents	Adopted
December 5, 1988	Faculty Senate	Approved

**Policy Issued**

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
March 21, 1973	Board of Regents	Adopted
March 5, 1973	Faculty Senate	Approved