



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.1.9ACR

Responsible Office(s): Office of the Provost

Effective: January 21, 1989

Next Review Date:

Academic Regulation: 4.1.9ACR

Grade Changes

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

Regulation Adoption Review and Approval

Regulation Revised

DATE

October 18, 2024

June 13, 2013

January 21, 1989

December 5, 1988

ENTITY

University Counsel

Executive Assistant to the
Provost

Board of Regents

Faculty Senate

ACTION

Editorial Revision

Editorial Revision

Adopted

Approved

Regulation Issued

DATE

March 21, 1973

March 5, 1973

ENTITY

Board of Regents

Faculty Senate

ACTION

Adopted

Approved