

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Change of Grades (number AP1103)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 10/7/10 (approved by Chancellor)

## **I. Background and Purpose**

- 1.1 Current language says that a change in grade after the semester following the semester in which the grading error was recorded may be made only upon approval of the Credits Committee for undergrads and the Graduate Council for graduate students.
- 1.2 This policy is not being practiced; rather the Registrar is signing off on the late grade changes and they are being processed.
- 1.3 The Credits Committee agreed that grade changes should NOT be required to appeal to the Credits Committee.

## **II. Constraints**

- 2.1 There are no constraints.

## **III. Definitions**

- 3.1 See below.

## **IV. Policy Statements**

- 4.1 It is the student's responsibility to call the instructor's attention to any perceived error in grading as soon as possible after grades are reported. It is the instructor's responsibility to correct grading errors as soon as they are noted, if warranted.
- 4.2 The instructor authorizes a grade change by signing a Change of Grade form.
- 4.3 The department chair approves this form and then submits it to the Registrar's Office, where the record will be changed and the student notified of the change of grade.
- 4.4 A change of grade can result in a student's change in academic standing (good standing/probation/suspension).
- 4.5 Instructor's have the purview to change grades at anytime, providing they have department chair approval.

## **V. Policy Procedures**

- 5.1 See above

## **VI. Compliance**

- 6.1 Approved by UAAC (9/14/10), Faculty Senate (9/21/10) and Chancellor Markwood (10/7/10)
- 6.2 No Consequences
- 6.3 No Required Reporting—other than to the department chairs and faculty.

## **VII. Attachments**