

GRADE CHANGE POLICY

Grade Change Policy

Changes to grades may be initiated by the instructor of the class and must be approved by the department Chair/Dean of the school in which the class was offered. Changes to grades may only be initiated by an instructor when the original grade resulted from an error or when the original grade was an Incomplete/In-Progress; such changes may only be made within one calendar year of the original date that the grade was due and may not occur once a degree to which the course was applied has been conferred.

Instructors will need to submit an Application for Grade Change (<https://walshcentral.etrieve.cloud/Index/#/form/10>) form to have on file with the Registrar's Office.