

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Grade Change
FPU Policy Number: FPU-5.00715AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: August 31, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all University instructors who want to change a student’s grade.

B. POLICY STATEMENT:

Only the instructor of the course can initiate a change of a student’s grade in that course. Upon a student’s completion of a degree, no change of grade will be permitted for that student for courses taken prior to the granting of the degree unless a University error occurred.

C. PROCEDURES:

1. To change a student’s grade in a course, the instructor must complete and submit a Grade Change Request Form to the Registrar.
2. To change an incomplete grade, the instructor must submit the Grade Change Request Form within five (5) business days of the student’s deadline to complete coursework as noted on the Incomplete Grade Agreement form.
3. To change grades other than an incomplete grade, the instructor must submit the Grade Change Request Form no later than two semesters, not including the Summer semester, after the semester in which the grade was first awarded.
4. The Provost may extend the deadline of a grade change request at his discretion.
5. The Registrar forwards the completed Grade Change Request Form to the Provost for approval.
6. If the grade change is approved by the Provost, the Registrar updates the student’s record to reflect the change in grade and notifies the instructor and the student that the request has been approved.
7. If the grade change is not approved by the Provost, the Registrar will notify the instructor and the student that the grade change request has been denied.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.00715AP	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	