



UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
2.0110P	Grade Changes	07/07/1994	01/07/2008
Responsible Unit/Division: Academic Affairs / Enrollment Services			
<input type="checkbox"/> New Policy Proposal	<input type="checkbox"/> Major Revision of Existing Policy	<input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy	<input type="checkbox"/> Reaffirmation of Existing Policy

I. OBJECTIVE & PURPOSE

To establish policy for making grade changes.

II. STATEMENT OF POLICY

A student's grade may change when:

1. There has been a factual error made in the original grade assignment.
2. The student has completed coursework for an incomplete grade by the assigned date.
3. The student has failed to complete coursework for an incomplete grade by the deadline date assigned by the instructor.
4. A student successfully appeals a final evaluative grade through the Academic Appeals process. Students may appeal a grade within 90 days of the time the original grade was earned.

III. STATEMENT OF PROCEDURES

If a factual error is made in an original grade, the instructor may submit an electronic change of grade through faculty self service or a Change of Grade Form signed by both the instructor and the Department Chairperson.

Incomplete Grade Changes:

1. Student who complete the necessary coursework; the faculty member must submit an electronic change of grade through faculty self service or an Official Change of Grade Form to assign a final evaluative grade.
2. Students who fail to complete the necessary coursework for incomplete grades will receive a final grade indicated by the instructor electronically through the Incomplete Grade Tracking process. If no grade was assigned the student will receive a failing grade (F).