



UNIVERSITY OF WYOMING REGULATIONS

Subject: Change of Grades
Number: UW Regulation 2-121

I. PURPOSE

To outline the processes and procedures for changing grades, including appeals and complaints.

II. CHANGE OF RECORDED GRADES^[TE1]

The assignment of grades for a course is the responsibility of the instructor of record. Grades which have been reported to the Registrar at the end of the assigned term are final and may be changed only as provided herein, except for temporary grades of I (incomplete).

A. Mode of grading

The mode of grading (letter grades or Satisfactory/Unsatisfactory) shall be that advertised for the course in the class schedule or that selected by the student. Changes in mode are permitted only during the authorized drop/add period and are not affected by this regulation.

B. Notice

The Office of the Registrar shall post final grades to the student's records in a prompt manner, not to exceed four (4) working days after grades are due.

C. Allowable reasons for change

Except as provided below, an instructor may change a grade which has been reported to the Registrar only to correct an error and only with the approval of the Department, Division, or School Head and Dean of the College responsible for the course. No grade shall be changed^[KC2] by any other person for any other reason except through the grade appeal process specified in paragraph II-E below, or pursuant to sub-paragraph II-D-4 below.

39 **D. Administrative procedures**

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- 41 1. A request to change a recorded grade shall be made on a form provided by the
- 42 Registrar and shall include an explanation of the error claimed to have occurred.
- 43
- 44 2. Once initiated, the form shall be handled only by appropriate faculty members
- 45 and employees of the relevant department, division, or School, Dean, and
- 46 Registrar.
- 47
- 48 3. The completed form shall be submitted to the Registrar within 30 calendar days
- 49 ~~or of~~ the beginning of the semester immediately following the term in which
- 50 the grade was assigned.
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- 52 4. If communication with the responsible instructor is demonstrably impractical,
- 53 the Head of the department, division, or School concerned shall investigate the
- 54 case and act upon the change of grade in the instructor's place. The same
- 55 limitations in time shall apply. This subsection does not create any substantive
- 56 right to change grades other than for the limited purpose identified in paragraph
- 57 II-C above.
- 58
- 59 5. When the completed form is received, the Registrar shall notify the student of
- 60 the action taken.
- 61
- 62 6. Exceptions to the limitations in time may be approved by the Provost.

63 **E. Appeals and Complaints**

64 A recorded grade may be changed through established appeal processes of

65 individual colleges ~~and/or the University~~.

66 All appeals ~~and complaints~~ should begin with consultation with the instructor. Two

67 or more students with the same ~~complaint~~ appeal may join a group action for

68 ~~complaints or~~ appeals. Should these meetings fail to achieve a resolution, the

69 student or group of students should meet with the Department Head and the Dean

70 of the College or School in which the course is offered. The Dean or designee

71 shall work to resolve the dispute. This informal resolution process shall include

72 consultation by the Department Head and Dean with the instructor whose grade is

73 being challenged.

74 If the student or group of students, the Department Head and the Dean are unable

75 to reach a mutually satisfactory agreement, the student or group of students may

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76 utilize the established grade appeal processes adopted by the applicable College. If
77 the appeal is by a group of students, the group shall submit one statement, which
78 will be processed in the same manner described for individual appeals. Individual
79 grades may still be reviewed/appealed even if a group statement/appeal is submitted.
80 A review of the outcome of the appeal may be submitted to the Provost's Office for
81 final resolution[KC3];

82 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History: