



**Change or Correction of Grade #340.085**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
June 29, 1994	February 7, 2024	Academic Affairs

**POLICY STATEMENT**

Once submitted, end-of-semester grades (except incompletes, which default at the end of two consecutive terms) are final. They are subject to change only through a Change of Grade process to correct an error in computation or transcribing, or where part of the student's work has been unintentionally overlooked.

**SCOPE**

This policy applies to all undergraduate and graduate academic credit courses.

**REASON FOR POLICY**

To explain the policy on change or correction of grades.

**ROLES AND RESPONSIBILITIES**

Office of the Registrar makes available the Change of Grade process on the University website and processes submitted change of grades.

The faculty member who taught the course typically initiates the change or correction of grades and the work flow is approved by the Dean or designee.

Graduate Dean or designee reviews and acts upon change of grade approvals for graduate courses completed beyond one calendar year.

The final approval for all courses beyond one calendar year is completed by The Office of the Provost who reviews and acts upon change of grade approvals.

**RELATED RESOURCES**

FIU Website - Change of Grade Process



### CONTACTS

Office of the Provost  
11200 S.W. Eighth Street - PC 526  
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305-348-2151

### HISTORY

**Initial Effective Date:** June 29, 1994

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): November 17, 2020; February 7, 2024.