<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE OR CORRECTION OF GRADE</td>
<td>June 29, 1994</td>
<td>340.085</td>
</tr>
</tbody>
</table>

**POLICY STATEMENT (R*)**

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

**REASON FOR POLICY (O*)**

To explain the policy on change or correction of grades.

**PROCEDURES (O*)**

Change of Grade forms are available in the Office of the Registrar and most departmental offices.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Undergraduate Education  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Undergraduate Education  
Florida International University  
11200 S.W. Eighth Street, PC 245  
Miami, Florida 33199  
Telephone Number: 305-348-2800

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*R = Required  *O = Optional