

**Eastern Michigan University**  
**Division of Academic Affairs**  
**Office of the Associate Provost**  
**Inter-Office Memorandum**

**TO:** Dean's Advisory Council  
Department Heads  
Directors

**FROM:** Michael Harris, Associate Provost



**SUBJECT:** New Policy on Grade Changes

**DATE:** April 22, 2002

I would like to thank all participants in the development and review of this new policy on grade changes. This policy will help to solidify where Eastern Michigan University stands on the issue of grade changes.

The policy will make grade changes (with the exception of "I" and "IP") final unless an error was made in assigning the grade. Students will be given sufficient time (1 year) to dispute any grades that they have received in error and all transcripts will be considered final three years after the close of any term of enrollment.

On December 3, 2001, I distributed a proposed policy regarding grade changes to the Deans & Department Heads, Program Directors and Associate and Assistant Deans for review, comments or questions. The DAC approved the proposed policy in the first week of February 2002. After approval by the DAC the policy was forwarded to Sally McCracken, Faculty Council President, for review by the Faculty Council. The Faculty Council met on Wednesday, April 3, 2002 and approved the Grade Change Policy with a suggested implementation date of Fall term 2002.

Based on reports and recommendations received by this office as of April 8, 2002 the New Policy on Grade Changes has been approved by this office and is being distributed for your information and implementation beginning in the fall of 2002.

cc: Paul Schollaert, Provost  
Courtney McAnuff, Vice-President for Enrollment Services  
Joy Garrett, Director of Records and Registration  
Sally McCracken, President, Faculty Council  
Chair, College Council, College of Arts and Sciences  
Chair, College Council, College of Business  
Chair, College Council, College of Education  
Chair, College Council, College of Health and Human Services  
Chair, College Council, College of Technology  
College Advisors

**EASTERN MICHIGAN UNIVERSITY  
DIVISION OF ACADEMIC AFFAIRS**

**POLICY CHANGE**

**APPROVED POLICY ON  
GRADE CHANGES**

**Fall Term 2002**

**NEW POLICY ON GRADE CHANGES**

When a letter grade (excluding “I” for incomplete grade or “IP” for in progress grade) is posted to a student’s permanent record (either electronic or hard copy), it will be considered final unless an error was made in assigning the grade. Permitting a student to submit missing work or extra credit to improve a grade after the grade has been posted is not acceptable.

If an instructor error is identified, the instructor must file a grade change form, explaining the error. This form requires the approval of the department head. The appropriate dean will review and approve grade changes to ensure consistency with academic policies. All changes in letter grades (except from an “I” or “IP” grade) will require the signature of the dean of the college. The grade change is then submitted to and processed by personnel in the Office of Records and Registration. One year after the end of the relevant semester all grade changes from “I” or “IP” will require the permission of the dean of the college.

It is the responsibility of the student to call the instructor’s attention to a possible grading error in a timely manner, but not more than 12 months after the questionable grade is posted. Three years following the close of any term of enrollment, the student’s transcript will be considered to be the final indisputable record of academic achievement. Specifically, at the end of three years, grades are considered final: and no changes will be made to transcripts (e.g., no term or individual withdrawals, no grade omissions, no recalculated grades based on mathematical or clerical error, no incomplete removals, etc). (Except for master’s specialist and doctoral field-based research, internships, and dissertation hours).

**Please retain this official document for your files.**