



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.1.9ACR

Responsible Office(s): Office of the Provost

Effective: January 21, 1989

Next Review Date: Fall 2030

Academic Regulation: 4.1.9ACR

Grade Changes

Statement

The purpose of this policy is to establish the procedures and deadlines for grade changes, ensuring proper authorization, accountability, and integrity in the grade modification process.

The change of grade form must be used, and the signatures of the instructor, department chair, and dean must appear on the form. The only exception is the change of an "I" grade, which requires only the instructor's signature (See Policy 4.1.11 for Incomplete Grade Policy). It is the responsibility of the Dean of the College to verify that late changes are made only under unusual circumstances and to guide faculty who do not adhere to the deadlines.

Once a degree has been posted to the transcript, changes will not be made to courses and/or grades earned prior to the posted degree.

All grade changes must be made by the following deadlines: for fall semester grades - the last day of regular classes (prior to finals week) for the following spring semester; for spring and summer semester grades - the last day of regular classes (prior to finals week) for the following fall semester. Grade change forms must be submitted through the process published by the Registrar, including all required signatures.

Entities Affected

- Colleges
- Departments
- Faculty
- Students
- Office of the Registrar

Regulation Adoption Review and Approval

Regulation Revised

DATE

August 27, 2025
October 18, 2024
June 13, 2013

ENTITY

University Counsel
University Counsel
Executive Assistant to the
Provost
Board of Regents
Faculty Senate

ACTION

Editorial Revision
Editorial Revision
Editorial Revision

Adopted
Approved

Regulation Issued

DATE

March 21, 1973
March 5, 1973

ENTITY

Board of Regents
Faculty Senate

ACTION

Adopted
Approved