

Change of Grades



When circumstances warrant (e.g. a mathematical error was found in the final grade calculation), faculty may change a previously submitted final grade. In no instance can extra work turned in by the student after grades have been submitted warrant a grade change.

Changes with a written rationale must be made by email to the Registrar once grades have been posted through the faculty portal. Any such changes must be made within six weeks of the submission of the final grade. After six weeks, grades will be considered sealed and any changes will be made only with the approval of the Chief Academic Officer.