



Change of Grade Policy

Changes to grades may be initiated by the instructor of the class and must be approved by the department chair and the dean of the Graduate School (with notification to the dean of the school in which the class was offered). Changes to grades may be initiated by an instructor when the original grade resulted from an error, the original grade was an incomplete, or in cases where the student's performance was affected by extenuating circumstances. Changes resulting from an error or extenuating circumstances may only be made within one calendar year of the original grade assignment and may not occur once the degree has been conferred or the student's time limit has expired. Further, changes to Incomplete grades may be made only in compliance with Graduate School policies on Incompletes (see policies below).

Beyond changes to grades for reasons stated above, changes may occur when initiated by the Provost based on the finding of a violation of academic integrity or when a grade is successfully appealed through the appropriate process. The one-year time limit does not apply to these changes.

Policy for changing incompletes:

1) Baylor Policy requires that incompletes be removed from the student's transcript when the student graduates, withdraws from the program, or their time limit has expired, with the exception of dissertation (6V99) or thesis (5V99) hours. The Graduate School will administratively initiate the change of grade form to change the incomplete to an "F" if the instructor has not already submitted the change.

2) The instructor of record for the course may require the student to complete the course and remove the incomplete at any time prior to the Graduate School deadline as stated above. The instructor may not exceed the Graduate School deadline unless a formal extension to the student's time limit has been petitioned and approved by both the Graduate Program Director in the student's department and the Graduate School.

3) A student may be given an "I" in dissertation (6V99) and thesis (5V99) until the work is completed and successfully defended. Once completed and defended, the instructor of record will submit a change of grade changing the "I" to CR" for semesters in which the student registered for dissertation (6V99) or thesis (5V99).