DUQUESNE UNIVERSITY
GRADUATE COUNCIL

FINAL GRADE CHANGE POLICY FOR GRADUATE PROGRAMS

Adopted by Academic Council 5.6.2013

A student who wishes to challenge a final grade must discuss the grade with the course instructor no later than thirty (30) days after the start of the semester following the one in which the disputed grade was assigned. Grades may not be changed based on work submitted after the end of the course as a result of “extra credit” opportunities not offered during the semester to all students in the class. The student bears the full burden of proof that there are sufficient grounds for changing a grade.

If a satisfactory resolution is not reached, the student should follow the grade appeal process as outlined within the school offering the course. This action must be initiated no later than sixty (60) days after the start of the semester following the one in which the disputed grade was assigned.

If a final grade is to be changed, a Change of Grade form must be submitted to the Office of the University Registrar (or the Law School Registrar) no later than the end of the semester following the one in which the disputed grade was assigned. Grades are considered final once they have been submitted by faculty to the Registrar and no changes may then be made without a Change of Grade form. All Change of Grade forms must be approved and signed by the faculty member and the dean of the school offering the course.