

Grade Change Guidance:

Any grade changes post-term (the end of a specific academic term) must have Dean's approval. The exceptions are: Completion of an incomplete and a grade change from an F to any other grade. The former will be processed as received, the latter will require a CAPS petition. Grade changes prior to end of term (after finals but before the end of an academic term) will be processed with Department Chair approval (changes made by Department Chairs will require Dean's approval).

Faculty members will email their Chair or Dean with the following information: Term, Course (Number and Prefix), Section, Student ID, Old Grade, New Grade. If the Chair or Dean approves, they will forward the message with their approval to Registrar@valpo.edu for processing.

Completion of incomplete grades can be sent directly to Registrar@valpo.edu with Department Chair cc'd.

Incomplete Grades: Resolution:

Incomplete grades resolutions must be sent to the Registrar's office before the start of finals in a particular term. If they are not, they will be flipped to an F automatically in the system and will then require either Dean approval (if before the end of term) or a CAPS petition (post term).