





3.1.2. **Reporting change.** If the professor or instructor concludes that a grade change is warranted, the professor or instructor will report the new grade to the Office of the Registrar.

3.1.3. **Late requests.** No grade changes will be accepted by the Office of the Registrar after thirty (30) days from the end of the semester unless the grade change is authorized by the Academic Dean responsible for the course(s).

miscellaneous

accepted.

work for the purpose of increasing a grade after the final grade has been entered in the Registrar's system. **Mediated Review.** If a student wishes to appeal the professor's grade and is unable to contact the professor or the Academic Dean for mediation, the student may request a mediated review.

- 4.1.1. A good faith allegation submitted to the Office of Student Affairs that a Student has raised a dispute under this Policy in bad faith;
- 4.1.2. An investigation by the Office of Student Affairs into an allegation that a Student raised a dispute under this Policy in bad faith; or
- 4.1.3. A disciplinary sanction issued by the Office of Student Affairs to a Student based on a finding, pursuant to applicable University policies and procedures, that the Student raised a dispute under this Policy in bad faith.

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## DEFINITIONS

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**“Student”** means an individual who is enrolled at the University.

**“University”** and **“the University”** mean the University of Dallas.

**“Day”** means a business day, i.e. Monday-Friday

**10. CONTACTS**

<b>Subject</b>	<b>Office or Position</b>	<b>Telephone Number</b>	<b>Office Email or URL</b>
Policy Clarification	Office of General Counsel	(972) 721-5363	<a href="mailto:hlachenauer@udallas.edu">hlachenauer@udallas.edu</a>
Web Address for this Policy		<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>	