

GRADE REPORTS & GRADE CHANGES

See also [Academic Appeals and Appeal Procedure](#)

Grade Reports

Grades are available to students through *my.newpaltz.edu*. Students with an institutional hold on their record may be unable to access their grades.

Grade Changes

Grades reported to the Office of Records & Registration may ordinarily be changed only if an error in computation or recording has been made. In such cases, the instructor must submit written certification of the error, along with department chair approval of the grade change, within 30 days after the beginning of the next semester. No changes will be accepted after the 30-day period, except with the written permission of the appropriate dean.

Students who think they have been graded incorrectly may follow the [Academic Appeals process](#).

When a question arises concerning a possible error in a grade reported by an instructor who is no longer on the faculty, the department chair and the appropriate academic dean assume joint responsibility for ascertaining the correct grade and authorizing any necessary changes.

Any correction to a student's grading record must be initiated within a year of the end of the semester in question.