

MEMORANDUM

TO: Matt Hudelson, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: November 17, 2021

SUBJECT: Proposal to Revise Rule 98

At its meeting on November 16, 2021, AAC approved the following change to Rule 98.

The Registrar's Office is requesting that Rule 98 on grade changes be revised in order to allow for electronic forms to be used in place of paper forms.

With support from the Associate Deans, the Registrar is changing its process from requiring the department chair's signature for grade corrections, to now sending the chair a notification about the grade change. This allows the Registrar's Office to use an online form for grade changes. An online form is more secure since only authorized instructors will have the ability to submit a change and the notification system to the chair will provide the information needed for their records.

Proposed:

98. CORRECTION OF GRADE ERRORS GRADES CHANGES

An instructor may not change a grade after the final grade deadline has passed and grades have posted to the transcript, it has been filed with the Registrar, except to correct a previously submitted grade, or to provide a grade for an I, X, or blank / missing grade. in the case of clerical error, which the instructor may correct by so certifying to the Registrar.

In the case where a grade is being corrected, the chair of the department is notified when the request is submitted. Such change must be approved (signature required) by the chairperson of the department in which the course was offered.

Grade changes ~~corrections~~ must be submitted processed within one year following the end of the term when the course was taught, of the end of the term for which the original grade was given. In extenuating circumstances or when prompted by an academic integrity violation, exceptions to the one-year limit ~~for correction of grade errors~~ may be considered by petition request to the Registrar's Office.

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The Registrar's Office recommends that the rule be revised for fall 2022.