Grade Changes

Policy Statement

The change of grade form must be used, and the signatures of the instructor, department chair, and dean must appear on the form, except for the change of an "I" grade, which requires only the instructor’s signature (See Policy 4.1.11 for Incomplete Grade Policy). It is the responsibility of the Dean of the College to verify that late changes are made only under unusual circumstances and to counsel faculty who do not adhere to the deadlines.

Once a degree has been posted to the transcript, changes will not be made to courses and/or grades earned prior to the posted degree.

All grade changes must be made by the following deadlines: for fall semester grades - the last day of the following spring semester; for spring, and summer semester grades - the last day of the following fall semester.

Grade change forms must be brought to the Registrar’s Office by the instructors because these forms are accessible to students and because instructors’ signatures cannot always be identified. An optional method may be for the dean of the college to have grade change forms mailed from the dean’s office to the Registrar. Consult with the dean of the college for participation and procedures.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty
- Students
- Office of the Registrar

Interpreting Authority

Provost and Vice President of Academic Affairs

Page 1 of 2

This regulation has not yet been reviewed under Policy 1.1.1. For purposes of cataloging, it has been placed in an abbreviated form of the policy/regulation template. It remains an official university regulation and will eventually be reviewed under Policy 1.1.1.
## Policy Adoption Review and Approval

### Policy Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 5, 1988</td>
<td>Faculty Senate</td>
<td>Adopted</td>
</tr>
</tbody>
</table>

### Policy Issued

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
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<tbody>
<tr>
<td>March 5, 1973</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>March 21, 1973</td>
<td>Board of Regents</td>
<td>Adopted</td>
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PROPOSED
POLICY ON CHANGE OF GRADES

Recommended Action:

To adopt a policy which defines a time window during which official final course grades may be changed.

Reason for Consideration:

1. Absence of a policy creates a perception that final grades may be changed at any time in the future.

2. Instances of questionable grade change actions undermine perceptions of academic quality and integrity within and outside the University.

Discussion:

There may be reasons for a student's final grade to be changed after faculty have turned in grades and grade reports have been issued. The reasons may include:

1. Converting an "I" (Incomplete) to a letter grade ("A"-"F" or "S").

2. Correcting a clerical error.

3. Implementing the findings of an Academic Practices Committee decision.

4. Responding positively to a student's request that a grade be reassessed.

However, several recent cases suggest that faculty members (and students) believe that grades may be changed at any time--perhaps years after a grade was officially recorded. Often such changes are made only after the full consequences of a student's performance seems critical in some way (affects eligibility for graduation, for example). Faculty members who sympathies are naturally aroused when students have difficulties, often are willing to make late reassessments and to change grades. This posture may be responsive to the student who makes a belated appeal for a higher grade, but:

1. late requests may have to be evaluated in an incomplete context. Faculty may or may not be able to accurately recall course and grade requirements, curves, special conditions and the like.

2. responding to late requests for grade changes are discriminatory. Students who did not know that they could ask for a retroactive change of grade will be discriminatorily disadvantaged.
3. Late grade changes unnecessarily raise questions about the academic quality and integrity of the University.

Recommendations:

1. Current policy for changing incomplete grades to a letter grade be retained and adhered to.

2. Grade changes stemming from findings of the College or Departmental Academic Practices Committee actions be effected within the time windows permitted by that policy (as that policy has been approved for the new Faculty/Staff Handbook).

3. Any changes stemming from reassessments or error corrections be determined in the following manner:

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Heberle moved, seconded by Senator Williams, that the Airway Science Certification found on pages 10 and 11 be amended to read, "PFL 101 and ENG 300" rather than "PFL 101 or ENG 300". The motion to amend was defeated by a voice vote. There being no further discussion, a vote on the original motion was called for and was passed by a unanimous voice vote.

Senator Rowlett, seconded by Senator Fox, moved to change the name of the Nutrition Care program to Nutrition Care Management. There being no discussion, the motion passed by a unanimous voice vote.

Senator Rowlett, seconded by Senator Fox, moved approval of all proposals from the College of Arts and Humanities (Exhibit I). After some discussion as to the intent of the option in Human Services Communication, Senator Rowlett amended the original motion to exclude consideration of the options in Human Services Communications and Organizational Communication. The Senate then, by a voice vote, approved changing the name of the Department of Speech and Theatre Arts to the Department of Speech Communication and Theatre Arts and to change the name of the B.A. Program from Speech Communication Studies to Speech Communication.

Senator Rowlett, seconded by Senator Riggs, moved approval of the Option in Human Services Communication to the B.A. in Speech Communication. During the ensuing discussion, Senator Moretz called attention to the fact that the use of "Counseling" as a possible cognate area could be misleading. Mr. Robinette, representing the Department of Speech and Theatre Arts, concurred and agreed to its removal as a cognate area. There being no further discussion, the question was called for and the proposal was passed by a voice vote.

Senator Rowlett, seconded by Senator Culross, moved approval of the proposed option in Organizational Communication. The motion carried.

Senator Rowlett, seconded by Senator Batch, moved approval of the proposed options in the M.S. in Mathematical Sciences (Exhibit I). The motion carried unanimously.

Senator Rowlett, seconded by Senator Gale, moved approval of the proposal from the Student Association concerning the Dean's List (Exhibit I). Following limited discussion, the motion was carried.

Senator Rowlett, seconded by Senator Long, moved approval of the proposed "University Writing Requirement" (Exhibit I). Lengthy discussion followed and included concerns about the relationship of this proposed requirement and the English 101, 102 requirement; its cost of implementation; the concept of "writing across the curriculum"; the relationship of this policy to transfer students; and the level of and manner in which the writing samples would be evaluated. With the completion of the discussion, the question was called and the motion was passed by a unanimous voice vote.

Senator Rowlett, seconded by Senator Gale, moved approval of the proposed policy on "Change of Grades" (Exhibit I). There being no discussion, the motion was passed unanimously.
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Grade Change Proposal
Page 2

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Approved by Council on Academic Affairs

February 1, 1973

Proposed Revision of Policy on Procedures for Change of Grade

"Proposed grade changes involving the change of an "I" to a letter grade, or letter grades to WP or WF, are to be initiated by the professor, as is the current practice, and sent to the Registrar via the department Chairman. A proposed grade change involving the lowering or raising of a letter grade is initiated by the professor, reviewed by the department chairmen, and sent to the dean of the college for review. If the dean concurs with the recommendations the change of grade form is transmitted to the Registrar."

President Martin recommended that the Board of Regents approve the items listed, all of which were approved by the Faculty Senate on March 5, 1973.

It was moved by Dr. Donald Haney that the Board of Regents approve the Academic Proposals, as approved by the Faculty Senate and recommended by the President.

The motion was seconded by Mr. Gerald May and approved by the Board unanimously.

Honorary Degrees

President Martin stated that he was in receipt of the following recommendations for Honorary Degrees to be conferred at May and August Commencements from the Committee on Honorary Degrees and approved by the Faculty Senate on March 5, 1973. President Martin stated that he concurred in these recommendations:

**May Commencement**

1. Governor Wendell Ford, who will serve as the Commencement Speaker - Doctor of Laws

2. Dr. Pauline Park Wilson Knapp - Doctor of Laws

3. Harland Sanders - Doctor of Laws

**Summer Commencement**

1. Dr. Robert L. Nichols, who will serve as the Commencement Speaker, - Doctor of Science

2. Dr. Russell I. Todd - Doctor of Science

Biographical information is attached for each person being recommended.
the implementation a time element relative to request could be developed. The motion passed.

Mr. Rowlett moved that the proposed optional policy on transfer of credits and grade points from accredited junior and senior colleges be approved. The motion was seconded by Mr. Moretz. Under discussion Mr. Rowlett noted that at a later date the Council on Academic Affairs would reexamine the last two sentences as set forth in Option Two: "Only two hours of physical education activity courses may be accepted toward graduation." Mr. Patrick questioned how the options would be implemented and was told that a student would make his option at the time of admission and that other technical details were not settled by the Academic Council as of this moment. Mr. Warren noted the item on physical education referred to previously by Mr. Rowlett and stated that a transfer could lose up to eight, ten, or more hours if the sentences were not removed. He requested an assurance that it would be cleared prior to publication of printed material and was told it would not be printed. Mr. Ogden stated that in his opinion this comment referred to activity courses and not general courses. Mr. Warren stated that many courses on an upper professional level were now activity courses. He further noted that this statement is discriminatory against one specific academic area. The motion passed.

Mr. Rowlett made a motion that the proposed revision of policy on procedures for change of grades be approved. The motion was seconded by Mr. Sexton. On discussion Mr. Wise requested information on the problems motivating this report. Mr. Sexton stated that he had investigated this problem and that it was of some magnitude. He noted that in the month of January, 1973, there were 426 grade changes. 326 of these were incompletes to grades or changes to status such as WP or WF. Of the hundred remaining, 78 were changed upward one grade level, 14 were changed two grade levels, 7 were changed upward three grade levels, and one was changed upward four grade levels. The significant factor is that no grade went down. Mr. Sexton went on to note the concerns of faculty members as well as the concerns of students with reference to changes; that if one grade was changed in a class all members of the class should be in a position to also be considered for grade changes. He stated that the Dean of the College should be placed back into the scheme of grade changes. Mr. Young stated that this was reverting back to an old policy in effect two years ago. He noted that at the time he had supported the change but that he now felt that the Dean of the College should be back into the picture in that he had a better overall view of the situation concerning grade changes. The motion passed.
Approved by Council on Academic Affairs

February 1, 1973

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