

SENATE ACTION FORM

No. 1239

Subject: Grade Submission catalog language

Reference to Senate Minutes dated: November 21, 2022

Senate Action:

MOTION: APC – It is moved to approve the amended Grade Submission Narrative as presented.

VOTE: Approved by voice vote.

Response requested:

Approval for placement in University Catalog, Undergraduate and Graduate

Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

Dawit Senbet

Faculty Senate Chair

01/06/2023
Date

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Administrative review of Senate action (unnecessary for information items):

Reviewed by **VPAA/Provost**. Check if comments attached

Reviewed by **General Counsel**. Check if comments attached

Presidential action:

Approve Reject Return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

Date of Board approval (if applicable): not applicable

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.

Faculty.Senate@unco.edu

Attachment to Senate Action #1239
Approved by the Faculty Senate
November 21, 2022

Excerpt from the UG catalog (deletions/additions highlighted)

UG - <https://unco.smartcatalogiq.com/Current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Grading-Information/Grade-Submission-and-Corrections>

Grade Submission and Corrections

Faculty must submit **course** grades **online via the Web** to the Office of the Registrar by 5 pm of the third working day after the **last day of the course end of finals week of the semester in which the course was offered**. **This includes the following:**

- The last day of finals week for full semester courses in the fall and spring terms;
- The last day of the designated part of the term for courses that are less than a full semester in length, or any course offered in the interim winter or summer sessions.

Grade changes or corrections must be submitted within the first six weeks of the following term and must be signed by the instructor and the **Academic Unit Leader department chair/school director**. **These include the following:**

- Changes to grades for classes taken in the fall semester **or interim winter session** are due within the first six weeks of the spring semester.
- Changes to grades for classes taken in the spring are due **within** the first six weeks of the summer.
- Changes to grades for classes taken in the summer are due **within** the first six weeks of the fall semester.

Grade change requests submitted after the **six** week period must be approved and signed by the instructor, the **Academic Unit Leader school director/department chair** and the Dean of the College (or designee).

Once final course grades are submitted to the Office of the Registrar, other than an Incomplete, no grade change can be made based upon course work completed after the term has been completed. Grade change requests must be submitted via OnBase by the instructor of record, **or Academic Unit Leader**. No grade changes will be accepted for courses that have been applied to an awarded degree and/or certificate/licensure program.

Clean copy version:

Grade Submission and Corrections

Faculty must submit course grades online to the Office of the Registrar by 5 pm of the third working day after the last day of the course. This includes the following:

- The last day of finals week for full semester courses in the fall and spring terms;

- The last day of the designated part of the term for courses that are less than a full semester in length, or any course offered in the interim winter or summer sessions.

Grade changes or corrections must be submitted within the first six weeks of the following term and must be signed by the instructor and the Academic Unit Leader. These include the following:

- Changes to grades for classes taken in the fall semester or interim winter session are due within the first six weeks of the spring semester.
- Changes to grades for classes taken in the spring are due within the first six weeks of the summer.
- Changes to grades for classes taken in the summer are due within the first six weeks of the fall semester.

Grade change requests submitted after the six-week period must be approved and signed by the instructor, the Academic Unit Leader, and the Dean of the College (or designee).

Once final course grades are submitted to the Office of the Registrar, other than an Incomplete, no grade change can be made based upon course work completed after the term has ended. Grade change requests must be submitted via OnBase by the instructor of record, or Academic Unit Leader. No grade changes will be accepted for courses that have been applied to an awarded degree and/or certificate/licensure program.

Excerpt from the GR catalog (deletions/additions highlighted)

GR - <https://unco.smartcatalogiq.com/Current/Graduate-Catalog/General-Information/Policies-and-Procedures/Grade-Submission-and-Corrections>

Grade Submission and Corrections

Faculty must submit **course** grades **online via the Web** to the Office of the Registrar by 5 pm of the third working day after the **end of finals week of the semester in which the course was offered** last day of the course. This includes the following:

- The last day of finals week for full semester courses in the fall and spring terms;
- The last day of the designated part of the term for courses that are less than a full semester in length, or any course offered in the interim winter or summer sessions.

Grade changes or corrections must be submitted within the first six weeks of the following term and must be signed by the instructor and the **Academic Unit Leader** ~~department chair/school director~~. These include the following:

- Changes to grades for classes taken in the fall semester or interim winter session are due within the first six weeks of the spring semester.
- Changes to grades for classes taken in the spring are due within the first six weeks of the summer.
- Changes to grades for classes taken in the summer are due within the first six weeks of the fall semester.

Grade change requests submitted after the six-week period must be approved and signed by the instructor, the **Academic Unit Leader** ~~school director/department chair~~ and the Dean of the College (or designee).

Once final course grades are submitted to the Office of the Registrar, other than an Incomplete, no grade change can be made based upon course work completed after the term has **ended been completed**. Grade change **requests must be submitted via OnBase** by the instructor of record, or **Academic Unit Leader** ~~forms are available in Ursa, under the Faculty tab~~. ~~No grade change forms delivered by students will be accepted.~~ No grade changes will be accepted for courses that have been applied to an awarded degree and/or certificate/licensure program.

Clean copy version:

Grade Submission and Corrections

Faculty must submit course grades online to the Office of the Registrar by 5 pm of the third working day after the last day of the course. This includes the following:

- The last day of finals week for full semester courses in the fall and spring terms;
- The last day of the designated part of the term for courses that are less than a full semester in length, or any course offered in the interim winter or summer sessions.

Grade changes or corrections must be submitted within the first six weeks of the following term and must be signed by the instructor and the Academic Unit Leader. These include the following:

- Changes to grades for classes taken in the fall semester or interim winter session are due within the first six weeks of the spring semester.
- Changes to grades for classes taken in the spring are due within the first six weeks of the summer.
- Changes to grades for classes taken in the summer are due within the first six weeks of the fall semester.

Grade change requests submitted after the six-week period must be approved and signed by the instructor, the Academic Unit Leader, and the Dean of the College (or designee).

Once final course grades are submitted to the Office of the Registrar, other than an Incomplete, no grade change can be made based upon course work completed after the term has ended. Grade change requests must be submitted via OnBase by the instructor of record, or Academic Unit Leader. No grade changes will be accepted for courses that have been applied to an awarded degree and/or certificate/licensure program.