Subject: Grade Submission (Section K, Registrar Catalog Revisions)

Reference to Senate Minutes dated: November 25, 2013

Senate Action:
MOTION: The Academic Policies Committee recommends approval of the proposed amendments to the Grade Submissions and Corrections section of the Undergraduate Catalog (see attachment).
VOTE: The motion passed with a hand vote of 13-5, 1 abstention.

Response requested:

X approval for placement in University Catalog
_____ approval for placement in University Regulations
_____ recommendation to Board for placement in Board Policy Manual
_____ none (sent as information item)
_____ other action requested/comments:

Dr. Mary J. Schultze
Faculty Senate Chair

December 2, 2013
Date

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

_____ reviewed by General Counsel. Check ______ if comments attached

_____ reviewed by VPAA/Provost. 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): 

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
Attachment to Senate Action Form #1061
Approved by the Faculty Senate
November 25, 2013

Academic Policies Committee amendment proposals to the Grade Submissions and Corrections section of the University Catalog.
Rationale: Clarification of timelines, signature requirements, and procedures.

Grade Submission and Corrections

Faculty must submit grades via the Web to the Registrar's Office by 5 pm of the third working day after the end of a finals week of the semester in which the course was offered. Grade changes or corrections must be submitted within the first six weeks of the following term academic-year semester, and must be approved and signed by the instructor and the department chair/school director. Spring term grade changes are also due the first six weeks of Summer term.

Changes to grades for classes taken in the fall semester are due within the first six weeks of the spring semester; changes to grades for classes taken in the spring or summer semester 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 school director/department chair and the Dean of the College (or designee). Grade change forms are available within URSA, under the Faculty tab. No grade change request forms delivered by students will be accepted. Additional information is available at www.registrar.unco.edu. Any grade change after the six week period must follow the Academic Appeal process.