SENATE ACTION FORM

No. 1085

Subject: Grade Submission and Corrections

Reference to Senate Minutes dated: October 27, 2014

Senate Action:
MOTION: The Academic Policies Committee recommends approval of the proposed amendments to the University catalog (Grade Submission and Corrections) to clarify the procedure for grade changes. (see attachment)
VOTE: The motion passed unanimously.

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:

Jack Tamburrini
Faculty Senate Chair

October 29, 2014

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): __________________________

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
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 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 academic-year semester, and must be signed by the instructor and the department chair/school director. 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 forms are available in URSA, under the Faculty tab. No grade change forms delivered by students will be accepted. Any grade change after the six week period must follow the Academic Appeal process. All grade changes after the six week period must be signed by the instructor and the department chair/school director. A brief written explanation of the reason for the lateness of the grade change will be retained in the department/school. In the event that the grade change is for a class taught by a department chair/school director, the signature of the dean of the College is required. No grade changes will be allowed after one year following the original grade submission or after a degree has been conferred, whichever comes first.