SENATE ACTION FORM

No. 1091

Subject: Grade Submission and Corrections (Revise Senate Action 1085)

Reference to Senate Minutes dated: February 2, 2015

Senate Action:
MOTION: The Academic Policies Committee recommends approval of the highlighted amendments to the Grade Submission and Corrections section of the Undergraduate catalog. (Revisions to Senate Action 1085 in red).
VOTE: The motion passed with a hand vote of 21-0, no abstentions. (see attachment)

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 Tamborini

Faculty Senate Chair

February 3, 2015

Date

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 Registrar’s Office for record-keeping purposes. 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.