

SENATE ACTION FORM

No. 1159

Subject: Grade Changes – University Catalog

Reference to Senate Minutes dated: June 4, 2018

Senate Action:

MOTION: The Academic Policies Committee recommends additional catalog language to outline/clarify the policy for grade changes. (see attachment for placement).

Add:

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.

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:

Francis R. Murry

Faculty Senate Chair

June 5, 2018

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):

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

Attachment to Senate Action Form #1159

Approved by the Faculty Senate

June 4, 2018

Undergraduate Catalog <http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Grade-Submission-and-Corrections>

Grade Submission and Corrections

Faculty must submit grades 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. 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 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 are due the first six weeks of the summer; changes to the grades for classes taken in the summer are due 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). **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 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.