

Date: September 4, 2013
To: Eddy Souffrant, Faculty President
From: Brian Cooper, Chair, FAPSC
Re: Motion to revise the University Grading policy

Our new online grade change system does not allow designees to sign on behalf of department chairs or deans, even though we have allowed that for years in our previous, paper-based process. The online system was implemented that way at the request of our auditors because our existing grading policy does not mention designees. To fix this, Academic Affairs has proposed a small change to the language of the grading policy. An excerpt from this policy that includes the new language is attached below. FAPSC reviewed this proposal at our August 30, 2013 meeting and unanimously agreed that the policy should be changed as requested.

Note that FAPSC will be revisiting the Grading policy later this year to make it consistent with the new Withdrawals policy. But the change requested below is more urgent, so we send it separately now.

Tracked changes:

[...]

FINAL GRADE CHANGES AND APPEALS FROM FINAL COURSE GRADES

When a final course grade other than Incomplete (I) is officially reported by the instructor at the end of an academic term, the grade is recorded by the Office of the Registrar and can be changed only if the grade has been assigned arbitrarily or impermissibly as defined in University Policy 410, "[Policy and Procedures for Student Appeals of Final Course Grades](#)."

Students should follow the procedures outlined in the policy if they believe that the final course grade that has been assigned is incorrect. The policy requires the student to discuss the grade with the instructor as soon as possible after the grade is received. Students should note, however, that the University is not obliged to respond to a grade appeal unless the student files it with the appropriate department chairperson or interdisciplinary program director within the first four weeks following the last day of the regular semester or the summer term in which the grade was received. When a grade is assigned consistent with University policy, only the instructor has the right to change the grade except as provided in the Incomplete grade policy. When an instructor reports a grade change for a grade other than I, the "Change of Grade" form must be approved by his/her department chair and college dean (or the assigned designee of the department chair and/or college dean).

[...]