

REPORT OF THE
FACULTY ADVISORY COMMITTEE

Adopted

Change of Grades

(Revision of the Faculty Manual, p. 48)

Change

In case of error in reporting of final grades, the instructor shall complete the form provided and send it to the chairman of the Faculty Senate Grade Change Committee. The Grade Change Committee shall place the issue before the Faculty Senate, and thereafter communicate the decision in the matter to the appropriate University administrative office. When a grade change must be processed prior to the next meeting of the Faculty Senate, the Grade Change Committee shall exercise final authority and shall report its decision at the next meeting of the Faculty Senate. Special make-up work or examinations to change grades already recorded are not permitted.

To

In case of error in reporting of final grades, the instructor shall complete the form provided and send it to the chairman of the Faculty Senate Grade Change Committee. The Grade Change Committee shall place the issue before the Faculty Senate, and thereafter communicate the decision in the matter to the appropriate University administrative office. ~~The Committee may~~ approve a grade change ~~without resort to the Faculty Senate in the period between the instructor's submission of the final grade to the Registrar and the date of graduation.~~ This action by the Committee shall be reported at the next meeting of the Faculty Senate. Special make-up work or examinations to change grades already recorded are not permitted.

request