

REPORT OF FACULTY ADVISORY COMMITTEE

Report of Faculty Advisory Committee (FAC) on proposal from Grade Change Committee (GCC):

We agree that the Faculty Manual needs to be revised to reflect the difference between grade changes necessitated by errors in reporting final grades and the "administrative" sorts of grade changes listed in the GCC's proposal that was forwarded to FAC for action. Nevertheless, we believe that the GCC and the faculty still have a responsibility to review all grade changes; after all, every grade change (including those listed in the GCC's proposal) should represent a rare, exceptional, or unusual circumstance.

Therefore, we propose two changes to the Faculty Manual.

I. Add a second paragraph to p. 54 of the FM under the heading **CHANGES OF GRADE (UNDERGRADUATE)** to read as follows:

"In some cases, a grade change is necessitated by circumstances other than error in reporting final grades. These grade changes are outlined below:

1. an Incomplete (I) or Not Reported (NR) grade may be changed administratively to a default grade, a letter grade, or (exceptionally) back to an Incomplete (I);
2. an Incomplete (I), Not Reported (NR), Withdraw Failing (WF), or a letter grade may be changed to a Withdrawal (W);
3. a grade may be changed to or from Audit (AUD) status or to or from Pass-Fail (S/U) option after the letter grade has been posted.

These changes are handled by the student's College Petitions Committee or the equivalent. The college sends approved changes to the GCC, which presents them to the Faculty Senate at the next regularly scheduled meeting before sending them to the Registrar's Office."

II. Change the wording of the committee's charge (FM, p. 21) by one word: "This committee shall consider all requests for grade changes and shall recommend to the Faculty Senate the appropriate action on these requests."