

**REPORT OF THE GRADE CHANGE COMMITTEE**  
**October 1993**

**Comments:**

- The committee has distributed a memo to all faculty which details procedures and guidelines relative to requesting undergraduate grade changes. The committee's objectives were two-fold:

- (1) to provide information to faculty so that the processing of changes would be as quick and efficient as possible
- (2) to provide guidelines which would, hopefully, reduce the number of changes requested.

- The committee has been working closely with Luke Gunter and the Registrar's Office concerning the conversions of I's to F's, which are usually then changed to another grade. I's are currently reported on students' grade reports, but a conversion date is not given. In an attempt to reduce the number of I to F conversions, the Registrar's Office is in the processing of writing a computer program which will notify every undergraduate student in writing of an Incomplete that is about to be converted to an F. It is hoped that this notification will motivate the students to contact their professors and complete their outstanding work.

**This Month's Report:**

(Please refer to pages 16-19)

66 Requests were approved by the Grade Change Committee for your consideration:

43	(65%)	Computation/Transcription Errors
10	(15%)	Miscellaneous Extenuating Circumstances
9	(14%)	Registration/Withdrawal Errors
2	(3%)	Medical Withdrawal
1	(1½%)	Grade Review and Reconsideration
1	(1½%)	Other