

CHANGE OF GRADE POLICY

The Senate approves:

That requests for change of grade involving error by an instructor--such as error in recording grade, transpositional error, error in transferring grade to Final Class List, miscalculation, computational error, error in scoring final exam, test or assignment grade not recorded, papers misplaced by instructor and found after grade was recorded, error in graduate assistant or lab instructor reporting grade to grading instructor, or instructor forgetting that student had been promised an AI≡ grade--shall be processed by the Office of the Registrar without action by a school Change of Grade Committee.

This policy does not cancel the informational step through the departmental chairman to the office of the dean. The intention is rather to present change of grade committees with only those changes which require adjudication.

The Senate approves an immediate implementation of this policy change and that instructors and change of grade committees be provided with the Registrar=s list of recommendations #3 A-D.

REGISTRAR=S LIST OF RECOMMENDATIONS #3 A-D:

3. Instructors and School Change of Grade Committees should be informed that the following should not be requested or approved:
 - A. Request that a letter grade or an AI≡ (incomplete) be changed to a AW≡ (withdrawal) when the student did not officially withdraw or drop the course and the appropriate form is not on file in the Registrar=s office.
 - (1) Exceptions to the Policy on Dropping A Class Or Withdrawing From The University After Drop/Add Period are available under Item 4 of the policy, as found in the current *Bulletin*.
 - B. Request that a letter grade be changed to CR or NC in a Credit/No Credit option course when the student did not officially elect the course on a Credit/No Credit basis, following established procedures.
 - (1) Present policies state that a student must submit the appropriate form by the end of the Drop and Add Period for any semester or session if the student desires to register for a course on a Credit/No Credit basis. Failure to follow established policy or procedure should result in only a letter grade being assigned.
 - C. Instructors have the option of requesting an extension of time for removal of the incomplete if the student cannot complete the work within the one year deadline.
 - D. Request for a change of grade based on the fact that the student has completed additional work after the original grade was reported by the Instructor.
 - (1) If appropriate arrangements have been made between the student and the instructor for additional work to be completed after the completion of the semester, an AI≡ (incomplete) grade should be assigned by the instructor. Upon completion of the work an instructor would assign the letter grade by means of the Removal Of Incomplete Or Deferred Grade Card.

Approved by CMU Academic Senate February 3, 1975
Revised September 26, 2000