

## PROPOSED CHANGE IN REGULATION E-6

### BACKGROUND INFORMATION

In researching grade change policies at other universities, we found that our policy is more ambiguous and open to misuse. Most institutions allow grade changes only to correct clerical errors in grading. This proposal is a culmination of policies from UC Berkeley and WSU.

### PROBLEMS WITH CURRENT REGULATION

- Student misuse of grade changes.** Students who did poorly in a class and wish to raise their grade frequently pressure instructors to take additional work after the close of the semester. This increases the work of both the instructor and Registrar's staff.  
**Solution:**
  - o **Grade corrections only for computational or procedural errors made by the instructor.** By making this regulation more specific (only for corrections due to computational/procedural errors), students cannot use this as a way to raise their grade. This change will affect many athletes who regularly try to improve their GPA by doing more work (to remain eligible to play).
- No time limit for grade changes.** Without a time limit, instructors can submit grade changes for courses that a student took many years ago. Now that students and instructors can access transcripts and grades on the Web, errors are caught much quicker than before, when transcripts were kept at the Registrar's Office and were much less accessible.  
**Solution:**
  - o **One-year time limit for the correction of a grade.** By requiring that corrections made within one year of the end of the term for which the original grade was given, instructors and students have adequate time to spot and address any grading errors.
- Assigning a final grade after an Incomplete reverts.** Incomplete grades, which have not been completed or extended after 6 week into the following semester, are reverted. Many students complete their deficient work shortly after this deadline and their instructor changes the reversion grade to the final grade. Since these grades must be changed twice, processing time increases.  
**Solution:**
  - o **Fix Regulation F (Grades of Incomplete).** In the newly proposed Reg. F, students will have one semester to complete their deficient work rather than 6 weeks. This will hopefully reduce the number of grades that must be reverted.
  - o **Allow instructors to submit grade corrections for one year.** Once a final grade is assigned or the 'I' grade is reverted, it is considered final. Instructors may only change this grade if they made a computational or procedural error. Like all other grade corrections, this must be done within one year of the end of the term for which the 'I' grade was given. This will eliminate the possibility for students to prolong the completion of their work.

### PROPOSED NEW WORDING

**E-6. Reports of Grades and Grade ~~Changes~~ Corrections.** Grades are reported to the registrar for all courses at the end of each academic session and at midsemester for undergraduate courses (see deadlines in the academic calendar). The assignment of grades and ~~changes in corrections of~~ grades are the sole prerogative of the instructor and are reported by the instructor directly to the Registrar's Office ~~on forms provided by that office via the UI Faculty Web.~~ With respect to grade changes, an instructor may only change a grade to a new grade that he or she could have assigned initially. After a grade has been reported to the registrar, it may not be altered except by a written request stating the reasons for the alteration, signed by the instructor who submitted the original grade. If it is determined that a grade change is warranted and the instructor cannot be reached, the departmental administrator may assume the prerogatives of the instructor in connection with the grade change. All grades except I and IP (see regulation F and E-2) are considered final when assigned by an instructor at the end of a term. An instructor may request a grade correction when a computational or procedural error occurred in the original assignment of a grade. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the semester. Grade corrections must be processed within one year of the end of the term for which the original grade was assigned. In the event the instructor leaves the university, the departmental administrator may assign the final grade.