

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD0622F
Date of Senate Approval 12/8/2022

Statement of Faculty Senate Action:

APC Document 4: Update the grade change process in the catalog to match practice

Effective Date: Fall 2023

1. Delete: On page 49, the entry under **Change of Grade:**

If a student or instructor discovers that an error has been made in recording a grade, the instructor must request a change of grade. The only acceptable grounds for such a change are the instructor's error in the calculation of the grade or misjudgment in the evaluation of the student's work. ~~To change a grade, the instructor must state the reason for the requested grade change on the appropriate form, indicate the correct grade, sign it, and receive the approval of the department chair, who will sign the form. If the department chair is making the change, the appropriate Dean must sign.~~ The deadline for such a request is no later than the last day of the third week of class in the semester immediately following the recording of the original grade, summer terms not included.

Add: On page 49, in place of deleted entry:

If a student or instructor discovers that an error has been made in recording a grade, the instructor must request a change of grade. The only acceptable grounds for such a change are the instructor's error in the calculation of the grade or misjudgment in the evaluation of the student's work. To change a grade, the instructor must submit the online Grade Change Form and state the reason for the requested grade change. The deadline for such a request is no later than the last day of the third week of class in the semester immediately following the recording of the original grade, summer terms not included. Grade change requests submitted after the deadline will require the approval of the Department Chair and/or appropriate Dean.

Impact: This should have no impact, as it is a catalog clarification of the process that has been in place since Spring 2018 when a Google form was created to allow faculty to submit grade changes without needing to complete a paper form and secure the signature of the Chair and/or Dean. No change is being made to the deadline for faculty to submit a grade change request.

Rationale: With the creation of the Google form used for submitting grade changes, faculty no longer had to seek the signature of the Department Chair or Dean on a paper form. The grade change form has transitioned from a Google form to one created in Dynamic Forms, and a "processed" notification is now sent to the instructor who submits the request. It should be noted that the Office of the Registrar still seeks Department Chair and/or Dean approval prior to processing a grade change if the request is made beyond the deadline or if there is a question as to whether the change should be made.