

## POLICY AND PROCEDURES ON ASSIGNMENT OF GRADES

### 1. Reporting Course Grades

#### A. Reporting under Normal Circumstances

**Policy** - Course grades are to be assigned by the instructor of record.<sup>1</sup>

**Procedure** - The instructor will complete the final grade rosters in the manner prescribed and then personally turn them in at the place and time designated in the memorandum accompanying the grade roster.<sup>2</sup>

#### B. Reporting under Extraordinary Circumstances

**Policy** - The department chair will assign grades in consultation with his/her school dean and Provost/Vice President for Academic Affairs only if:

- 1) The instructor is unable to assign a grade due to the following:
  - a) death
  - b) incapacitating illness
  - c) refusal
  - d) some other extraordinarily unusual circumstance
- 2) The instructor assigned an unwarranted grade while in an impaired physical and/or emotional state.

**Procedure** - The department chair will instruct the Director of Admissions, Records and Evaluations to record the grade(s) accordingly after having consulted with at least two tenured faculty members in the discipline, the school dean and the Provost/Vice President for Academic Affairs.

### 2. Correcting Course Grades

**Policy** - Requests for grade corrections are approved by the Student Academic Petitions Committee (SAPC) when the instructor certifies that an error was made in computing or recording the grade. Corrections requested for reasons other than computing or recording errors also are reviewed by the SAPC. Approval is based on individual merit.

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<sup>1</sup> If a department chair, by following University policy and procedure, determines that a student cheated or plagiarized in a class, her/she may request the Student Records Office, using the "Grade Correction Request Form", to change the assigned grade to an "F" or authorize the instructor to assign an "F" grade if one had not yet been assigned. (See "Policy on Cheating and Plagiarism", page 255.)

<sup>2</sup> Exception: to submit a final letter grade for Thesis 299 and Project 298, or to report the completion of the Comprehensive Examination for the master's degree, complete a "Clearance for the Master's Degree" form and return it to the Division of Graduate Studies. The Graduate Office will notify the Office of Admissions, Records and Evaluations of the grade reported.

In the event an instructor is not available to correct a grade, the department chair is authorized to take appropriate action. In doing so, the chair must stipulate that there is sufficient evidence in the instructor's grade book to indicate the grade was incorrectly assigned or that the instructor has authorized the correction by telephone, letter, etc.

**Procedure** - The instructor or department chair concerned submits a "Grade Correction Request Form" to the SAPC. The instructor's request is listed on the agenda of the SAPC for review and a decision. Following SAPC action, the original form is sent to the Records Office with copies sent to the student and instructor or department chair. As appropriate, copies also are sent to the Office of Graduate Studies and the School of Education and Human Development.

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Approved by the Academic Senate  
Approved by the President  
Revised  
Revised

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