TO:                   The Academic Senate
FROM:                 Committee on Instruction and Curriculum (CIC)
SUBJECT:              16-17 CIC 3: Policy on Changes to a Student’s Historical Record
PURPOSE:              Approval of the Senate
ACTION REQUESTED:     That the Senate approve the updated policy on changes to a student’s historical record, upon the signature of the President, effective academic year 2018-19

BACKGROUND INFORMATION:
By 15-16 ASCD 10, CIC was asked to update numerous policies for the semester Catalog. At its meeting on October 3, 2016, the Committee voted unanimously to recommend changing the word “quarter” to “semester” to the Policy on Changes to a Student’s Historical Record, previously 12-13 CIC 1. The Committee discussed whether “semester” includes the summer term and, upon being informed that the summer term will not be called a “semester”, but rather “summer session”, decided that it does not. That is to say, it is the intent of the Committee that students who graduate in the Spring Semester have until the end of the Fall Semester to request a grade change.

This policy used to be published in the Catalog, but does not appear to be included in the Acalog version.

PROPOSED POLICY:
In order to protect the integrity of its transcripts, the university will not make any changes to student records unless there is documented evidence of university error. Once a degree is posted to a student’s permanent record, the diploma and transcript cannot be altered by adding additional options and/or minors, or by grade changes, withdrawals, and/or grade forgiveness. Students who believe that they have received a grade in error should promptly ask the instructor to verify and, if appropriate, correct the grade. If an error was made, the instructor of record must indicate specifically the nature of that error on the Change of Grade form and submit the completed form to the Student Records Office. Students who feel they received a grade due to unfairness would also have one quarter to pursue their allegation of unfairness through the University’s fairness complaint process. Students must notify the Office of the Registrar of any errors in their grades no later than the quarter semester subsequent to the quarter semester in which their degree is awarded or upon completion of the fairness process. The Registrar’s Office may also seek clarification of the error from the Department Chair.
If the instructor is absent from campus during the quarter semester subsequent to the quarter semester in which the student’s degree is awarded, the student shall promptly consult with the Department Chair about the grade in question. If the Department Chair is unable to contact the instructor, the chair will notify the Dean of the College and the University Registrar in writing that an extension of the grade correction deadline, up to one year after the degree has been awarded, has been requested.

For purposes of correcting an error, an instructor may change a grade with approval of his/her Department Chair and College Dean. No grade may be changed once graduation has been recorded unless an error has been made in which case students have one term semester after their degree has been awarded to dispute the grade and have it corrected, or if a fairness petition has resulted in a grade change. The administrative symbol for withdrawal cannot be assigned by a faculty member. See the Registration chapter for the description of withdrawal policies and procedures.