DATE: October 24, 2012
TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum
SUBJECT: 12-13 CIC 1: Policy on Change to Student’s Historical Record
PURPOSE: Action by the Senate
ACTION REQUESTED: That the Academic Senate approve changes to the Policy on Change to Students’ Historical Record; effective immediately

BACKGROUND: Current policy does not allow for any grade changes after a student’s degree has been awarded. This policy leaves no time for the student to appeal a final grade if the degree is recorded immediately after the term. Many other campuses have become more willing to accept late changes, and we would like to move in the direction of placing a time limit on the changing of grades after a degree is awarded. This would give students a set period of time to challenge a grade that has the possibility of impacting academic honors or standing and would alleviate any potential pressure on faculty to submit grade changes long after a particular term has ended. The integrity of the student’s record will also be protected and maintained in a consistent, understandable and responsible way. Below are the proposed changes to the catalog. The red text are the suggested additions from the Fairness Committee.

To replace the paragraph immediately above “Academic Honors”
http://www20.csueastbay.edu/ecat/general-info/bacc-degree-info.html

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 subsequent to the quarter 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 subsequent to the quarter 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.

To replace the third paragraph [http://www20.csueastbay.edu/ecat/general-info/grading-and-academic-standards.html](http://www20.csueastbay.edu/ecat/general-info/grading-and-academic-standards.html)

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 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.