

Correction or Omission of Grade Policy

Policy Title: Correction or Omission of Grade Policy

Policy Type: Administrative

Policy Number: 31-09 (2014)

Approved: 01/12/2015

Responsible Office: Office of the Registrar

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Community

POLICY STATEMENT

This policy provides the guidelines for faculty to use when making corrections to a student's grades.

In the event a grade was not recorded for a student, the original grade was transposed or an error was made in calculating the final grade, the faculty member is able to complete the Request for Correction/or Omission of Grade Report to have the error corrected. The faculty member must provide documentation to justify the correction request.

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DEFINITIONS

Grade Report (GROS): Report contains the names of all students officially registered for a course on the generated date. Once generated, grade sheet information will not change, though a student's grading or registration status may.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and Assistant Vice President for Enrollment Management officially interpret this policy and are responsible for obtaining approval for any revisions as required by [BOV Policy #01 \(2014\) *Creating and Maintaining Policies*](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Registrar.

STAKEHOLDER(S)

University Community: to include students, Office of the Registrar, Office of Financial Aid, and Student Accounts.

CORRECTION OR OMISSION OF GRADE: POLICY CONTENT

Once faculty realize an error has been made in submitting a grade for a student, he/she must complete the Request for Correction/or Omission of Grade Report. He/she must attach documents to show (a) errors, in computing, recording or transposing original grade, or (b) any other pertinent information regarding the request. The report must be signed by the instructor, department head for which course was taught, and the dean of college/school for which course was taught.

The Dean is responsible for forwarding all copies of the report and documentation to the Registrar's Office. The Registrar's Office then submits the report to the Academic Standards and Credits Committee for a decision on the request. Following the committee's decision, copies will be sent to the instructor, the department head for which the course was taught, who will notify the dean of the school for which the course was taught, and to the student's department head (who will notify the student).

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit this policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the Division's SharePoint site and/or website; on the webpages of the Division of Academic Affairs, Enrollment Management, Military Programs, Undergraduate Admissions Office, University Registrar, Veteran Affairs, and the TransferMation Center; student handbooks, University catalogs; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- **Next Scheduled Review:** 04/26/2021
- **Approval by, date:** President, 01/12/2015
- **Revision History:** Prior to 1998; 06/10/2015
- **Supersedes:** Policy # 31-402

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no related forms associated with this policy.