

Office of Academic Affairs
Change of Grade Procedure
March 8, 2009

Approved by the Faculty Organization 4/17/09

The Academic Affairs Committee at IU Northwest has for years been primarily concerned with the processing of Course Grade Changes despite their charge (see below information from Faculty Organization).

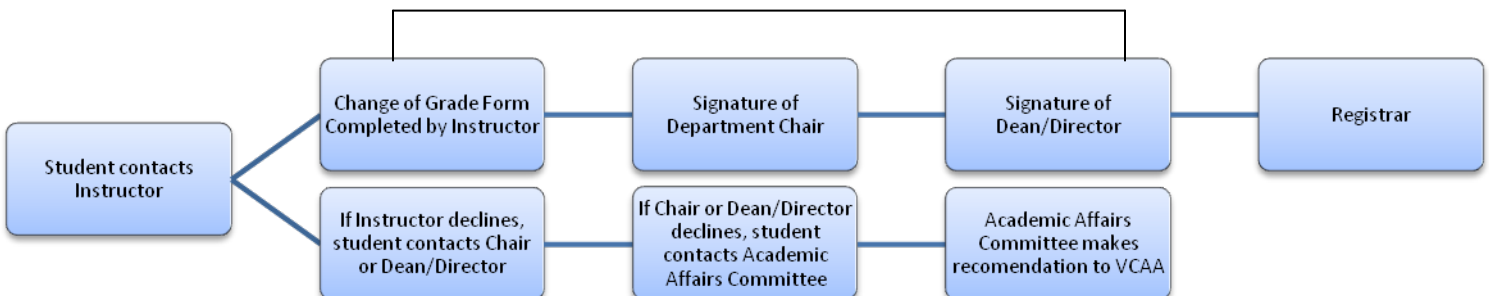
Charge:

The Academic Affairs Committee shall consider and make recommendations on the implementation of policies, whether University-wide or specific to this campus, concerning academic program review, academic program quality, academic standards and other policies affecting the academic programs of Indiana University Northwest.

The Grade Change process is fairly laborious as the following flow chart demonstrates and provides no formal appeal process for students or faculty.



The Office of Academic Affairs would like to propose a decentralization process that would return the primary responsibility for grade changes to the originating unit for the course grade in question as shown in the revised flow chart, thus freeing the Academic Affairs Committee to focus on their revised charge from the Faculty Organization. We propose that the Academic Affairs Committee could then be utilized as an Appeals Committee (for both faculty and student appeals) for changes that are not approved through the normal process. If the instructor declines to change the grade the student may contact the Unit Head. The head of the unit will talk with the instructor and the student. If the Unit head does not see merit in the student's case, the student may contact the Academic Affairs Committee to appeal. If the Unit head does see merit in the student's case and is unable to come to agreement with the Instructor, the Unit head may contact the Academic Affairs Committee to appeal. At this point both the Instructor and Unit head will be asked to provide information to the Academic Affairs Committee in order for them to make a decision.



Policy on Consideration of Requests for Change of Grade after Conclusion of the Course

Units should not consider petitions for change of grade from concluded courses older than 5 years. Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance prevents the student from filing the petition within the 5-year period.

For the situation where a student believes there was an error in the calculation or assigning of a course grade it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade following the procedures established by the awarding academic unit. For the situation where a student seeks a withdrawal it is the responsibility of the student to contact the course instructor to discuss this request and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a withdrawal or in situations where the instructor cannot be contacted, the student may appeal the course grade following the procedures established by the awarding academic unit.

Process

The Change of Grade Request requires course information (course title, semester taken) and a reason for the requested change. Additional documentation to substantiate the reason may be required.

The following changes can be made using the Request for Change of Grade Form:

- A. Miscalculation of Grade
- B. Late work Completed (and accepted)
- C. F to W (documentation required)
- D. F to I (documentation recovered)
- E. F to grade (if I converted to F)

If the student's performance or withdrawal was medically related, the student should provide appropriate supporting documentation. Only persons with a need to know will see any confidential materials you may submit.

Decisions on grade changes are made within the schools. Please allow 3-4 weeks for the review process and somewhat longer in the summer and during semester breaks.

If the request is supported, the school will notify the Office of the Registrar of the new grade. Students are encouraged to check on line (OneStart) to verify the new grade. If the request is denied, students will be so notified by the school. The student may then appeal to the Academic Affairs Committee of the Faculty Organization.