

REVISED GRADE CHANGE PROCEDURES EFFECTIVE JUNE 1, 2014



Did you know that several revisions to the grade change procedures were approved on December 9, 2013?

We are pleased to announce that several revisions to the grade change procedures were approved by the Council of Deans on December 9, 2013. The revisions include the following:

Revision #1) Any reference to a transcript being “locked” once a degree is posted will be removed from the catalog. In past years, the strict enforcement of the “locked transcript” procedure has resulted in inaccuracies on the academic transcript, and other administrative errors going uncorrected. Inaccurate transcripts can lead to any number of negative consequences for a student as they pursue employment and/or future educational opportunities. Since 2012, the practice of locking the transcript following graduation has shifted such that exceptions have been considered, and in rare instances, granted. The revised procedures will make clear that if there is an institutional error on file resulting in an inaccurate student record, we have an obligation to correct it.

Revision #2) Grade changes must be submitted within one year from the grade posting deadline for the semester in question. Grade changes should only be submitted if there is an exceptional circumstance that is documented. Grade changes within the one year period will require approval by the original course instructor and the department chair. Approval from the Vice Provost and Dean of Undergraduate Education for grade changes within the one year period will no longer be required.

Revision #3) Grade changes submitted after the one year period, post-degree, or in the absence of the original course instructor require additional approval of the Vice Provost and Dean of Undergraduate Education. Such grade changes should only be submitted if there is an exceptional circumstance that is documented.

The three revisions that were approved are significant for a number of reasons:

First, the revised procedures reflect a campus that is committed to improving processes and procedures with the best interests of students in mind. In this case, the Academic Standards Executive Committee, which is comprised of faculty from across the colleges, staff and administrators, stewarded a review of the grade change procedures in consultation with the Undergraduate Program Directors, the Undergraduate Council and the Council of Deans. Through the collegial work of all involved, a number of limitations to the existing procedures were identified and action was taken to make improvements.

Second but most important is that the revised grade change procedures will benefit students by making the process more efficient. With fewer signatures required, student records will be updated in a more timely fashion. While paper grade change forms will continue to be used in the short run, there are efforts underway to further streamline the grade change process and make it available in an electronic format.

Finally, the revised grade change procedures will allow for added flexibility in unpredicted situations such as an error being identified post-degree or in the absence of the original course instructor. In this respect, students will not be penalized for matters out of their control.

Should you have any questions or want to schedule a training session please contact:

Amanda M. Knapp, Ph.D.

"PAWS/PAUSE for Academic Policy"

Assistant Vice Provost, Academic Standards and Policy Administration

Division of Undergraduate Academic Affairs

Office of Undergraduate Education

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Baltimore, MD 21250

Phone: 410-455-3874

Email: aknapp@umbc.edu

Grade Change Procedures – Checklist:

To help expedite the processing of grade change forms please consider the checklist items below:

- When completing or reviewing a grade change form please verify that all information is completely filled out on the form and accurate:
 - Verify that the Campus ID matches the student name listed on the form.
 - Verify that the student is in “active” status. If the student's status is listed as “completed” additional review of the Vice Provost and Dean of Undergraduate Education will be required.
 - Verify that the student is/was enrolled in the course listed on the form and that the term provided is accurate. If course is cross-listed, verify that the form reflects the correct cross-listing.
 - Verify that the instructor is associated with the course listed.

- If a grade is being changed from an “I” to a letter grade the only signature that is necessary is that of the instructor who taught the course. Once complete, forms can be sent directly to the Registrar’s Office.

- If an “I” grade has automatically converted to an “F” grade due to timing and a new letter grade is requested, the signatures of the instructor and the Chair of the department are required. Once complete, forms can be sent directly to the Registrar’s Office. When “I” grades are involved please be mindful of the *Incomplete Grading Policy* and respective timelines.

- If a grade is being changed from an “NG” to a letter grade or to an “I” grade the signatures of the instructor and the Chair of the department are required. Once complete, forms can be sent directly to the Registrar’s Office. Note that once "NG" grades are assigned, audit requirements necessitate an individual grade change form be filed in the student record (late grades cannot be submitted via roster or spreadsheet).

- If a letter grade is being changed to different letter grade, the signatures of the instructor and the Chair of the department are required. Once complete, forms can be sent directly to the Registrar’s Office.

- If the letter grade is being lowered (e.g., A to a D) please ensure that the student has been notified prior to submitting the grade change form for processing.

Where to submit completed grade change forms:

Completed grade change forms should be submitted to the respective office in-person or by campus mail in a sealed/confidential envelope. Grade change forms should never be given to a student for delivery.

- Grade changes submitted more than one year after the grade posting deadline, post-degree, or in the absence of the original course instructor require approval by the Vice Provost and Dean of Undergraduate Education. Such forms can be directed to:
Attention: Amanda Knapp – Sherman Hall Room 114C

- All other grade change forms (once complete) can be directed to:
Attention: Registrar’s Office – Academic Services Building



Incomplete Grading Policy



Did you know that a grade of “I” may not be awarded unless specifically requested by a student?

Should a student ask questions about the incomplete grading policy please keep the following factors in mind:

- An incomplete grade should only be considered under exceptional circumstances for course work that has been qualitatively satisfactory but, for reasons beyond the student’s control, cannot be completed on time.
- Generally, an incomplete grade is granted when only a small portion of work is remaining to complete the course.
- An incomplete grade should not be granted early in the semester. If an incomplete grade is requested up through the 10th week of the semester, the student should be advised to consider a course drop or course withdrawal depending on the timing.
- If an incomplete grade is granted, the student should *not* re-register for or participate unofficially in the course in a later term as a means to makeup the incomplete work.
- If an incomplete grade is granted, it is good practice for the instructor to put the incomplete agreement (deadline to submit the incomplete work, list of missing requirements, etc.) in writing such that there is record of the incomplete arrangement should an issue arise at a later date.
- The outstanding course work must be completed under the guidance of the original instructor by the date specified, even if the course is not offered again, the instructor is not in residence, or the student is not enrolled in the university.
- If a grade change has not been submitted by the date grades are due at the end of the regular semester following the one in which the “I” was issued, a grade of “F” will be awarded automatically, unless the instructor requests a **one-time, one semester extension** of the “I” grade by submitting an RT Help Ticket to the Registrar’s Office.