



MEMORANDUM

To: Julio Frenk
University President

From: Linda L. Neider
Chair, Faculty Senate

Date: October 31, 2019

Subject: Faculty Senate Legislation #2019-33(B) – Creation of an Undergraduate/Graduate Grade Change Policy

The Faculty Senate, at its October 30, 2019 meeting, approved by majority, with three abstentions, the creation of an Undergraduate/Graduate Grade Change Policy. The University of Miami has longstanding practices but no policy on changing grades. A formal policy and process are needed to define and guarantee the integrity of the grading process and the accuracy of the recorded grades.

The proposal is enclosed for your reference.

This legislation is now forwarded to you for your action.

LLN/ss/rh

cc: Jeffrey Duerk, Executive Vice President and Provost
Uzma Khan, Academic Standards Committee
All Academic Deans

CAPSULE: Faculty Senate Legislation #2019-33(B) – Creation of an Undergraduate/Graduate Grade Change Policy

PRESIDENT'S RESPONSE

APPROVED:  DATE: 11/14/19
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Office of the Provost, All Academic Deans

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

PROPOSED GRADE CHANGE POLICY (UNDERGRADUATE/GRADUATE)

Fall 2019

The University of Miami has longstanding practices but no policy on changing grades. A formal policy and process are needed to define and guarantee the integrity of the grading process and the accuracy of the recorded grades. The following is a proposal for the University of Miami's grade change policy and process.

1. LETTER GRADES

- Grade changes may only be submitted after final grades have been posted to the official student record by the University Registrar.
- Only the faculty member of record may initiate the grade change process, except for instances of student grade appeals¹.
- Grade changes may be submitted up to one calendar year from the date on which the course grade was posted.
- A grade change may be proposed only to correct a clerical or calculation error in the determination of a final grade.
- Grade change proposals must be approved by the chair of the department offering the course and by the Dean (or Dean's designee) of the School/College of the course department.
- The University Registrar will process the approved grade change and update the student record.

2. INCOMPLETE GRADES

To allow a student extra time to complete course work due to unusual circumstances, faculty may submit an Incomplete (I) grade on condition that the student:

- a. Has attended class and completed at least 50% of the course work;
- b. Has a passing grade or is in good standing in the course;
- c. Has corresponded with the faculty member to determine the work that must be submitted;
- d. Has agreed with the faculty member on a due date (no more than one year from the date the Incomplete grade is submitted).

3. EXPIRATION OF INCOMPLETE

An undergraduate Incomplete (I) grades will be converted to an "IF" if a grade change is not submitted by the due date. The "IF" is calculated into the student's GPA as a failing grade.

¹ Process for student initiated grade appeals can be found in the Undergraduate Academic Bulletin under the Grading system.