ELAC Policy on Grade Change and In Lieu Requests

For Grade Changes Resulting From Clerical Error:

When a grade must be changed solely due to a clerical error on the part of the instructor of record, the instructor must complete a grade change request form. No additional documentation is required.

All Other Grade Changes:

In instances wherein fraud, bad faith, or incompetency is suspected, the dean may require the following additional documentation to support the grade change request:

- Provide reason for the grade change in the appropriate section of the Grade Change Form.
- Syllabus showing grading policy with point break-down.
- Additional documentation specified below for either A or B*.

A. If there is reason to believe that the grade change is due to fraud, bad faith, or incompetency for a single student, the instructor may be required to provide the following items:

- Grade sheet entry showing assignments, test and scores for the affected student
- Roll sheet showing participation for the entire semester for the affected student, if applicable to the grading policy in the syllabus

B. If there is reason to believe that the grade change is due to fraud, bad faith, or incompetency affecting more than one student’s grade, the instructor may be required to provide the following items:

- Grade sheet showing assignments, tests and scores for all students in the class.
- Roll sheet showing participation for the entire semester for all students in the class, if applicable to the grading policy in the syllabus or necessary for reviewing a complaint of fraud, bad faith incompetency.

*Circumstances that may cause reasonable suspicion of fraud, bad faith and/or incompetency are the following: grade changes of several students in the same class, student allegations of bad faith, fraud and/or incompetency, and/or a number of grade changes by the same instructor within the same semester and/or academic year.

Documentation Supporting In Lieu Requests:

- Roll sheet entry showing attendance, prior to census for WSCH and DSCH classes, for the student in question.
- Reason for submitting an In Lieu grade providing a clear explanation of the enrollment error. (If you previously excluded the student, or the student had dropped the class, also explain why you had not reinstated the student.)
- Grade to be assigned.