

June 13, 2023

Dear University Graduate Council,

I would like to request a revision to the "Changes of Grade" Policy that pertains to grade changes that occur after more than one year. Currently, this part of the policy reads as follows:

<https://www.fau.edu/registrar/university-catalog/catalog/academics/>

*"After more than one year has passed, the instructor must submit an email to their department chair/school director with the student's name, course subject and number, final grade, and the reason for the delayed grading. The department chair/school director would review and if approved, send to the college dean (or designee). The college dean (or designee) would review and if approved, forward to the Dean of Undergraduate Studies or the **Dean of the Graduate College**, as is appropriate. The final approval is then sent to the Registrar's Office to update the student's record."*

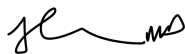
When our College of Medicine recently went through the process of a grade change after more than one year, the Interim Dean of the Graduate College at the time, Dr. William Kalies, asked what the College of Medicine Grade Change Policy is and if the grade changes after a year needed to go to the Dean of the Graduate College or if it should instead be going to the Dean of the College of Medicine and conclude at that point. I explained that the College of Medicine does not have a separate Changes of Grade Policy and follows the University Policy. From that conversation, we do agree that it makes sense for the Dean of the College of Medicine to be responsible for this as the last approval step in the Grades Change Policy and I am, therefore, requesting the below revision.

*".....The college dean (or designee) would review and if approved, forward to the Dean of Undergraduate Studies, **Dean of the Graduate College, or Dean of the College of Medicine**, as is appropriate. The final approval is then sent to the Registrar's Office to update the student's record."*

Please note that that the "college dean (or designee)" step at College of Medicine is completed by the Associate Dean of Medical Education (as the designee) and then if this revision is approved, we would forward to the Dean of the College of Medicine rather than the Dean of the Graduate College.

Thank you for your time and consideration.

Regards,



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