



University of Missouri

Memorandum

To: Ben Trachtenberg, Chair
MU Faculty Council on University Policy

From: Academic Affairs Committee of Faculty Council
(Professors Guess, Jago [chair], Lyons, Scott, Stanton, and Stegmaier)

Date: March 7, 2017

Re: Faculty Handbook Housekeeping on Grade Change Procedures.

The University Registrar now has a process that will enable faculty to change grades within myZou without submitting a paper form to that office to request the change. This has been the desire of many faculty and requested by the Undergraduate Deans. The process has been vetted with the Academic Units. The Registrar is poised to make the change this term and to facilitate this, the *Faculty Handbook* must be modified.

Currently the *Handbook* reads:

<http://facultycouncil.missouri.edu/handbook/article-7.html>

E. Reporting of previously incomplete, unassigned, or erroneous grades. Whenever it becomes necessary to assign to a student a grade in a subject in which his/her grade was Incomplete (I), or to report the assignment of a previously unreported grade, or to correct a grade erroneously reported, proper notification will be sent to the Registrar on a form provided for that purpose.

The Academic Affairs Committee is proposing:

*E. Reporting of previously incomplete, unassigned, or erroneous grades. Whenever it becomes necessary to assign to a student a grade in a subject in which his/her grade was Incomplete (I), or to report the assignment of a previously unreported grade, or to correct a grade erroneously reported, ~~proper notification will be sent to the Registrar on a form provided for that purpose~~ **an update must be made in the Student Information System (myZou).***

Note: Access regarding who can make the changes is controlled by security based upon how the instructors are assigned to the course. The Registrar has step-by-step documentation.