

2 Proposed changes for BL-ACA-H30 from the First Reading version

1. This first change was voted on by the EPC at our meeting that followed the BFC First Reading. This change is based on comments at the BFC meeting made by College Rep:

A “W” may be given in the following situations in which the student withdraws after the drop/add period:

- ...
- ii. If a student withdraws after the automatic withdrawal period **if allowed but within a time limit set by a unit under a policy of the student’s unit** policy that allows such withdrawals, with the consent of the **instructor and** principal administrator of the student’s unit, **after consulting with the instructor.**

Clean version:

- ii. If a student withdraws after the automatic withdrawal period if allowed under a policy of the student’s unit, with the consent of the principal administrator of the student’s unit, after consulting with the instructor.

2. This second change was identified by the College in comments received by the EPC after the EPC March meeting. Because the change is correcting a formatting error, and is not substantive, the EPC did not revote.

E. Changing Grades

1. An “I” (incomplete) should be changed to a letter grade by the instructor after all required work has been completed. An “I” may be changed to a “W” under C.7.c.iii.
2. A grade of “R” (deferred) should be changed to a letter grade after all required work has been completed and a final grade submitted by the instructor.
3. Other than an “I” or “R,” a grade ordinarily may not be changed after it has been received by the campus registrar, except in the following situations:
 - a. A grade may be changed if an incorrect grade was submitted by the instructor. Both the instructor and the principal administrator of the unit offering the course must approve the change.
 - b. A grade may be changed if the change is authorized by the campus Provost or Chancellor, or the principal administrator of the unit offering the course, when the change has been recommended as a remedy for a student under policies governing academic fairness, grade appeals, personal misconduct, harassment, discrimination, or sexual misconduct.
 - c. For other extraordinary cause if approved by the principal administrator of the unit offering the course in consultation with the instructor.
4. ~~d.~~ Whenever a grade is changed, the registrar shall notify the principal administrator of the student’s unit