To: The Academic Senate, Santa Cruz Division

The Graduate Council (GC) is proposing to amend Santa Cruz Regulation (SCR) 13.1.3C authorizing the Registrar to change a final grade upon the request of an instructor, provided that a clerical or procedural error is the reason for the change, and that the change is submitted within one year from the close of the quarter for which the original grade was submitted.

The current regulation does not permit a final grade to be changed due to a clerical or procedural error when the request is in excess of one year from the close of the quarter for which the original grade was submitted. This amendment permits requests for grade changes in excess of one year and allows Graduate Council to delegate this authority to the Dean of Graduate Studies.

| Current Wording:                                                                 | Proposed Wording:                                                                 |
| 13.1.3C The Registrar is authorized to change a final grade upon written request of an instructor, provided that a clerical or procedural error is the reason for the change. Grade changes (except for I and IP) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted. | 13.1.3C The Registrar is authorized to change a final grade upon written request of an instructor, provided that a clerical or procedural error is the reason for the change. Grade changes (except for I and IP) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted, **unless an extension of this deadline is approved by the Graduate Council**. The Graduate Council may **delegate this authority to the Dean of Graduate Studies**. |

Respectfully submitted,

GRADUATE COUNCIL

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