

Limit Grade Changes to One Year after Original Posting

Problem:

Instructors have the ability to change grades up to 30 days after a student has graduated without a limit to the number of years between the assignment of the initial grade and any subsequent grade changes. Thus instructors could change a letter grade several years after the initial grade was entered and in reality, is allowed to change a grade indefinitely as long as the student hasn't graduated.

Details:

A routine scheduled audit of grading and grade change practices at the University of Oregon was conducted by the OUS Internal Audit Division November 2006 through February 2007. Five recommendations were put forth in the auditor's final report, citing the need for additional controls in several areas.

One area noted was that DuckWeb access to student grade data by instructors is not limited by any time constraints. While grade changes are allowed by faculty legislation, grades are rarely changed after a year. The auditors' recommendation was that transactions that are out of the normal practice should have compensating controls in place, e.g., documentation explaining the reason for the change and approval for the change.

Proposed Solution:

The Registrar's Office proposes to add programming to the grade change functionality in DuckWeb to limit grade changes to one year after the posting of the grade. Grade changes after the one year period will require department head approval and a memo of explanation from the faculty member to the University Registrar.

Office of the Registrar
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