

Academic Records Revision Committee

Version: 1.0

Responsible University Official: Provost

Effective Date: July 1, 2018

1. Proposal

- 1.1 To create the Saint Louis University's Academic Records Revision Committee (ARRC - pronounced "ark"), an administrative committee charged with reviewing petitions from students requesting changes to their permanent academic records.

2. Scope

- 2.1. This committee makes decisions regarding permanent academic records for all students in all colleges and schools on both the St. Louis and Madrid campuses.
- 2.2. Submitting a request to the committee is an option for students who have experienced extenuating circumstances and can provide documentation to support their case. The committee will use the following criteria to determine if the reasons provided are "extenuating circumstances":
 - 2.2.1. Was it beyond the student's control?
 - 2.2.2. Were the events unforeseeable?
 - 2.2.3. Were the events that occurred severe?

3. Structure

- 3.1. The committee meets monthly during the academic year.
- 3.2. The committee members are appointed by the Dean's and will serve a four-year term.
- 3.3. The committee will be made up of three faculty members and a designated alternative faculty member following a rotation of college/school representation:
 - 3.3.1. College of Arts and Sciences
 - 3.3.2. School of Medicine
 - 3.3.3. School of Law
 - 3.3.4. Richard A. Chaifetz School of Business
 - 3.3.5. Parks College of Engineering, Aviation and Technology
 - 3.3.6. School of Nursing
 - 3.3.7. Doisy College of Health Sciences
 - 3.3.8. College for Public Health and Social Justice
 - 3.3.9. School for Professional Studies
 - 3.3.10. School of Education
- 3.4. The committee will have three ex officio (non-voting) representatives from:
 - 3.4.1.1. Office of University Registrar (chairperson)
 - 3.4.1.2. Office of Student Financial Services

3.4.1.3. Office of Dean of Students

- 3.5. Members are to remain anonymous. Students are not allowed to communicate directly with the committee members. Any questions should be forwarded to the Associate Registrar, in DuBourg Hall, Room 22.

4. Authority

- 4.1. The committee is authorized to make a final decision on the following:
 - 4.1.1. Requests for changes to the academic record due to registration errors outside of the current semester. Note: The Office of the University Registrar, in conjunction with a student's Dean, is authorized to handle petitions in the current semester.
 - 4.1.2. Requests for changes to the academic record from students who have experienced academic difficulty because of documented extenuating circumstances, including serious illness, chronic disability, serious family problems, and similar situations.
 - 4.1.3. Requests for academic amnesty.
 - 4.1.4. Requests for tuition refund.
 - 4.1.5. Requests (supported by the instructor) for change of grades beyond one year.
 - 4.1.6. Requests (supported by the instructor) for appealing an I that has changed to an F.
- 4.2. The committee has no authority to:
 - 4.2.1. Make decisions regarding academic standing, university/program probation, or university/program dismissal.
 - 4.2.2. Make admission or readmission decisions, either to selected majors/programs or to the University.
 - 4.2.3. Grant exceptions to financial policies (consult the Office of Student Financial Services).
 - 4.2.4. Make decisions on grade appeals (see the Grade Appeal Policy for the specific College/School).
 - 4.2.5. Award Incomplete grades for courses (Incompletes must be negotiated directly with and approved by the individual instructor).
 - 4.2.6. Grant exceptions to major/minor/certificate and/or College/School requirements for a degree (Final decision rests with the department or College/School).
 - 4.2.7. Make decisions involving Student Responsibility and Community Standards (behavioral) violations (Consult the Dean of Students).
 - 4.2.8. Alter the academic record of students who have graduated from Saint Louis University (such requests are not considered by the University).
 - 4.2.9. "Clean up" the academic record by selective removal of poor grades (such requests are not considered by the University).

5. Procedures

- 5.1. A current or former student must submit the *Petition for Academic Revision of Records* and appropriate supporting documentation (see below) to their College/School Dean's Office.
 - 5.1.1. The *Medical Certification Form* must accompany petitions with a medical justification.
 - 5.1.2. A *Disability Services Verification Memo* must accompany petitions with a disability justification from the Office of Disability Services.
 - 5.1.3. The committee does not accept "character references" from friends or family members.
 - 5.1.4. The committee routinely checks the authenticity of documentation. If the committee finds evidence of falsified or forged documents, judicial charges will be brought against the student

in accordance with the University's Student Responsibility and Community Standards and, if found guilty, the student will face penalties up to and including expulsion.

- 5.1.5. All documentation is retained in the student's file according to the University records retention schedule. The committee observes strict confidentiality and will not release information about the petition or supporting documentation without the student's written permission.
- 5.2. A *Petition for Academic Revision of Records* will only be considered up to one year (12 months) after the end of the term in which the course was taken or up to one year (12 months) after the deadline for an approved Course Extension (Incomplete Grade). [Exception: Academic Amnesty deadlines are dictated by separate policy].
- 5.3. The Associate/Assistant Dean of the College/School will present the petition and supporting documentation at the next scheduled committee meeting. The committee chairperson may request additional information from instructors, academic departments, and/or other Saint Louis University offices.
- 5.4. The student and presenting Assistant/Associate Dean will receive written notification of the committee's decision within two weeks of a decision. Notification will be sent to the student's University email address or local street address on file with the University.
- 5.5. If the petition is declined, the student may submit additional documentation and ask the committee to reconsider the Petition through the Assistant /Associate Dean of the college/school who brought the original Petition to AARC. The committee will not consider cases for which no new documentation is available.
- 5.6. Further appeals are not permitted.

6. Approvals

This policy was approved by Provost Nancy Brickhouse: *December 1, 2017*

7. References

University of Missouri, [Revision of Records Committee](#)

University of Delaware, [Committee on Undergraduate Records and Certification](#)