



Committee Meeting: Policy & Governance Committee	Date: June 15, 2022
Committee Chair: Melodie Baker	
New or Edited: New	

**POLICY NAME:** Grade Change

**POLICY TYPE:** Board

**SUBMITTED BY:** Colleen Quinn, College Senate President, Amy Yoder, Dean of Students

**ISSUE OR STATEMENT OF PURPOSE:** To establish a college-wide grade change policy which enables the instructor of record, or departmental designee, to change a final grade after the initial submission.

The College Catalog contained the information listed below, however, there has not been a Board approved grade change policy.

“Once a grade has been reported to the Registrar's Office, it can be changed only if an error has been made in computation or in recording. In such cases, the instructor must submit a Change of Grade form, signed by the department coordinator, and forwarded to the Registrar's Office within two years after the original grade had been submitted.”

**NEW OR EDITED POLICY:** New

**POLICY:**

The acceptable reasons for grade corrections or changes, include:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Missing assignments or parts of assignments in calculating the grade
- A grade demonstrably based on impermissible factors unrelated to student performance, such as discrimination, bias, retaliation or retribution.
- Resolution of incomplete grades (refer to Grades and Academic Standing Grading System policy)

Unacceptable reasons for grade changes, include:

- Saving a student from academic penalty such as dismissal, probation, warning, or academic integrity problem.
- Enabling a student to graduate.
- Enabling a student to maintain academic eligibility for financial aid, for athletics, or any other co-curricular activity.
- Enabling a student to graduate with academic honors or meet some other established minima.



**POLICY NAME: Grade Change - Continued**

- Personal issues unrelated to academics.
- Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates.
- Grades shall not be changed for reasons of discrimination, bias, retaliation, or retribution.

Grade changes are permissible within two years after the original grade had been submitted. Extenuating circumstances beyond two years, but prior to graduation, may be granted upon review and approval of the Provost.

Refer to Student Grievance of Academic Decisions Policy for eligibility rules for parties that are allowed to petition for a grade change

The instructor of record must submit the Change of Grade. If the instructor of record is not available, the change of grade becomes the responsibility of the Department Chair/Head. The grade change form must be submitted to the Registrar's Office by the faculty member.

Student must be notified of the grade change by the Registrar's office once the change is completed.

The Registrar's office will maintain the documentation for each grade change that includes the reasons for the change and a record of the faculty or department head/chair requesting and approving grade changes. Documentation will be stored and available to all parties permitted by law for the 7-year time period consistent with the college's record retention practices.

Grade changes will be monitored on an annual basis by the Academic Standards Committee.

**DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version): N/A**

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:**

Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Grade Change.

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Melodie Baker, President David Balkin, Provost and Executive Vice President Adiam Tsegai, Interim AVP IRAAP Katherine Callesto, Vice President of Human Resources, Equity & Inclusion Cynthia Buckley, Vice President of Enrollment Management Erikson Neilans, Dean of Business and Public Services Juan Martinez, Comptroller Arta Pllana, Dean of Students Petrina Hill-Cheatom, College Senate President and Associate Professor Colleen Quinn, SGA Representative Amara Fields.

**DATE OF BOARD APPROVAL:** June 30, 2022



**POLICY NAME: Grade Change - Continued**

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

SUNY Memorandum to Presidents, Vol. 13, No. 2, Guidance: Campus Grading Policies and Procedures, April 13, 2013

Grading Policy Subcommittee meeting dates: July 22, 2021 and July 29, 2021

Subcommittee formed to edit policy:

- Marlene Arno, IRAAP, REIA Coach
- James Bierl, Department Head, Respiratory Therapy
- Aimee Spahn, Counselor
- Mark Mazzone, Counselor
- Tom Franco, Faculty Biology North
- Eric Paner, Faculty, Hospitality Management
- Lisa Darone, Faculty, Nursing
- Jennifer Noble, Faculty, CADD
- Andy Hyzy, Faculty, English
- Cynthia Ludlow, Registrar
- Rochelle Webber, Registrar
- Vanessa Haddad, Faculty General Studies
- Colleen Quinn, Faculty, Math, College Senate President
- Erika Hendra, Faculty, English, College Senate Vice President
- Amy Yoder, Dean of Students

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of January 5, 2022 and June 15, 2022.

**History:**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy adopted	June 30, 2022	
Annual BOT Review/Reaffirmed		
Previously Reviewed and Extended		



**POLICY NAME: Grade Change - Continued**

**SUNY Erie Cross References:**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>

**Next Steps:**

Policy to be included in the College Catalog
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