



Committee Meeting: Policy & Governance Committee	Date: March 8, 2023
Committee Chair: Melodie Baker	
New or Edited: Edited	

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: Edited

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.



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- 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.

Administrative Drops/Late Withdrawals-Students may submit a request for a special circumstance (administrative drop/late withdrawal) one time during their enrollment with the college, and that there is a 1-year time limitation (from the end of the semester) for all requests. For requests older than the 1-year time frame, a formal request must be made to the office of the president for special consideration. Requests for enrollment changes will be reviewed on a case-by-case basis, and decisions will be based solely on the information submitted on and attached to the request form. Please note that the form and requested information must be completed in its' entirety. Any forms submitted with missing information will not be reviewed.

Criteria for Appeal	Supporting Documentation
Death in the student's immediate family (parent or caregiver, sibling, child, spouse/domestic partner)	Death Certificate or Obituary
Unforeseen medical incapacitation of the student or immediate family	Signed letter from the student's medical professional on organizational letterhead verifying that:



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	<ul style="list-style-type: none"> • The student was medically unable to complete their courses • Family medical circumstances were at a severity that the student’s presence was required away from school and precluded completion of the course
Legal Matter	Incarceration proof, letter from court/governmental office, letter from attorney
Employment Change affecting ability to attend classes	Letter from employer indicating shift change, relocation during semester of appeal
Involuntary call to Military Duty	Written orders regarding call to Military Duty
Advising error by a college employee (Includes failure to meet course pre-requisites) <i>*only exception to administrative drop requirement for all courses to be removed.</i>	Letters or emails providing proof that the student was misadvised or an employee/system processing error.

Administrative Drop-Complete deletion of semester enrollment. Only for confirmed students that never attended during that semester or had a documented emergency that prevented completion of the semester prior to the withdrawal deadline of the same semester. Financial liability for the semester is reversed however refunds, book vouchers and/or possibly other scholarship dollars may be required to be returned to the school. Students enrolled in programs accredited by an external organization may be ineligible for this process (Ex. Health Sciences).

Late College Withdrawal-Withdrawal of all courses from that semester. Only for students that have a documented emergency that prevented completion of the semester. W grades are given and financial liability for the semester does not change.

Late Course(s) Withdrawal-Withdrawal of a course or courses from that semester. Only for students that have a documented emergency that prevented completion of that course(s) of that semester. W grades are given and financial liability for the semester does not change.

DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version): Yes, Grade Change Policy Board approved June 30, 2022.



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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, AVP IRAAP Katherine Calleso, Vice President of Enrollment Management Erikson Neilans, Comptroller Arta Pllana, Executive Dean of Health Sciences Carrie Kahn, College Senate Academic Standards Committee Chair & Associate Professor Michael Higgins, Dean of Business and Public Services Juan Martinez, College Senate President, and Associate Professor Colleen Quinn

DATE OF BOARD APPROVAL: March 30, 2023

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



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The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of December 7, 2022 and March 8, 2023.

History:

Item:	Date:	Explanation:
Edited Policy Adopted	March 30, 2023	
Policy Adopted	June 30, 2022	

SUNY Erie Cross References:

Policy Name or Procedure:	Where to find:

Next Steps:

Policy to be included in the College Catalog
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