

Policy Name: Grade Change

Policy Number: None

Functional Area(s) Responsible: Academic & Student Affairs

Owner(s) of Policy: Academic & Student Affairs

Most Recent BOT Approval Date: September 9, 2024

Most Recent Review Date: Spring 2024

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College shall provide a clear and consistent procedure for grade changes. Authority and responsibility for assigning and changing grades rests with the course instructor of record within the context of institutional policies and procedures and consistent with the academic freedom of institutions of higher education to set standards.

FLCC's grading policies and procedures are developed, reviewed and updated as part of a collaborative effort of academic administrators and appropriate governance bodies and are consistent with campus policies on academic honesty and integrity.

Grading procedures, including grade change procedures shall be readily available to the entire campus community online and/or in catalogs and handbooks. Grading procedures shall be clear, consistent and widely disseminated, and must contain due process for student appeals of grades.

FLCC's procedures for grade changes shall enable an instructor of record to make grade corrections. All faculty-initiated grade changes require formal documentation that includes the rationale for the change, with such documentation stored and available to all parties permitted by law for a time period consistent with the college's records retention policy.

Appropriate reasons for grade corrections or changes may include but are not limited to:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Omission of assignments or parts of assignments in calculating the grade
- Outcome of an informal or formal academic grievance/grade appeal process
- Completion of work through the Incomplete grade process.

Inappropriate reasons for grade changes may include but are not limited to:

- Saving a student from some 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



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- Enabling a student to graduate with academic honors or meet some other established minima
- Personal issues unrelated to academics
- Enabling a student to maintain academic eligibility for athletics, other co-curricular activities, or scholarships
- Managing enrollment levels in order to preserve programs or revenue or to increase retention rates.

Reason(s) for Policy:

The assignment of grades based on the evaluation of student work is at the heart of an educational institution's academic integrity. This document establishes norms for this procedure.

Applicability of Policy:

All employees in the Academic and Student Affairs and Enrollment Management divisions must be familiar with this policy and procedures.

Definitions:

None

Related Documents:

- Family Educational Rights and Privacy Act of 1974 (FERPA)
- SUNY Records Retention Policy
- Change of Grade Form
- Academic Grievance Policy

Procedures:

Grade Changes

Once a grade is transcribed by the Student Records Office, it cannot be changed without a Change of Grade form. Grade changes must be consistent with the reasons outlined above.

Process for changing a grade:

1. The instructor of record submits a completed Change of Grade form to the AVP of Instruction, including rationale for the change of grade. When the instructor of record is not available to perform grading responsibilities within a reasonable timeframe, the academic department chair will designate qualified and discipline-specific faculty to assign or change grades in a manner consistent with the principles outlined above.
2. The AVP of Instruction reviews and forwards approved Change of Grade forms to Student Records office.
3. The Student Records Office will process the Change of Grade.
4. The student will receive notification of the grade change from the Registrar.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Forms/Online Processes:

None

Appendix:

None

