

SUNY Poly Undergraduate Change of Grade Policy

The authority to assign grades rests with the faculty member who is instructor of record, due to that individual's unique position to evaluate the performance of a student in a course. Any change to an initial grade normally is the responsibility of the instructor of record.

Appropriate reasons to change a grade are:

- *Demonstrable arithmetical, editing, or factual error in calculating the grade*
- *Omission of assignments or parts of assignments in calculating the grade*
- *Grade demonstrably based on impermissible factors such as discrimination, bias, retaliation or retribution*

Inappropriate reasons to change a grade are:

- *Save a student from some academic penalty: dismissal, probation, warning, academic integrity issue, etc.*
- *Allow a student to graduate*
- *Allow a student to graduate with academic honors, or meet some other established minima*
- *Personal issues unrelated to academics*
- *Allow a student to maintain academic eligibility for athletics or any other co-curricular activity*
- *Manage enrollment levels in order to preserve programs*

Instructor-initiated Change of Grade

The instructor can change a grade regardless of whether the student requests it.

Student-initiated Change of Grade Request

A request for a change of grade may be initiated by a student and must be sent to the instructor in writing. The Registrar must be copied on the written request. The request must be submitted by the last day of classes of the Fall or Spring semester immediately following when the student knew or reasonably should have known that the grade was posted.

It is the responsibility of the instructor to respond to the student's request within thirty (30) calendar days for requests received not later than the end of the tenth (10th) week of classes of a Fall or Spring semester and no later than the end of the fourth (4th) week of classes of the immediately following Fall or Spring semester for requests received after the end of the tenth weeks of classes or between semesters.

Unless there are extraordinary circumstances (e.g., military deployment, medical reasons), a change of grade cannot occur more than three years after the student was enrolled in the course. In addition, letter grades of A, B, C, D, and F (including any plus and minus variations) cannot be changed to an incomplete (I).

Under extraordinary circumstances such as a grade having been demonstrably based on impermissible factors such as discrimination, bias, or retaliation, or when the instructor of record is no longer available for a grade change appeal, it may be necessary for someone other than the instructor to assign a different grade. Examples of times when the instructor is no longer available include: unavailability or unwillingness of the instructor to review submitted materials for reasons such as but not limited to sabbatical or other leave, termination of employment or death.

In the case of extraordinary circumstances, the student may appeal in writing to the Chair of the department that offered the course. The Chair will refer the matter to the department faculty who will determine how to proceed provided however that the determination of the grade shall not be made solely by the department Chair nor solely by any other individual holding an administrative title. The Chair will notify the student and the Registrar of the final decision according to the timelines previously stated in this policy.

Note: Italicized text was quoted directly from the *Resolution on Grade Change Authority* (158-04-1) passed by the University Faculty Senate.

Approved by SUNY Poly Faculty Assembly: April 12, 2012