

4-9-2007

Change in Wording on the Request for Change of Grade Form

The College at Brockport, College Senate

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SUNY BROCKPORT

College Senate
State University of New York College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(S) 395-2586 (Fax) 395-2246

COLLEGE SENATE
SUNY College at Brockport
APR 2 - 2007
350 New Campus Drive
Brockport, NY 14420-2925

Resolution # 28
2006-2007
COLLEGE SENATE

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *April 9, 2007*

RE: ⇒ I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

RECEIVED

APR 16 2007

SUNY BROCKPORT
PRESIDENT'S OFFICE

SUBJ: ***Change in wording on the Request for Change of Grade Form***
(62 06-07 SP)

Signed: *Jeffrey T. Lasbrooke* Date: *4/16/07*
(Dr. Jeffrey T. Lasbrooke, 2006-07 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

TO: The College Senate President

FROM: College President

RE: ⇒ I. Decision and Action Taken on Formal Resolution (circle choice)

- a. Accepted
 - *Implementation Effective Date: Academic year 2008-2009
*Date resolution will begin to be used by the College (i.e. spring, fall, when included in catalog, etc.)
- b. Deferred for discussion with the Faculty Senate on ___/___/___
- c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

- a. Received and acknowledged ___/___/___
- b. Comment: _____

DISTRIBUTED BY PRESIDENT'S OFFICE TO: President's Cabinet

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: *[Signature]* Date: *4/26/07*
(Dr. John R. Halstead, President, SUNY College at Brockport)

DEADLINE FOR SUBMISSIONS: FEBRUARY 23

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS:

- Submit only complete proposals.
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal (available online at www.brockport.edu/collegesenate) and insert it electronically as the front page of your document.
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Change in wording on the <i>Request for Change of Grade</i> Form
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2. BRIEF DESCRIPTION OF PROPOSAL:

Original: The existing form reflects regulations published in the Faculty Handbook indicating changes of grades may be made only because of instructor’s error. In a variety of situations, a change of grade is necessary and neither the faculty member nor student is in error. I am proposing to change the policy to include the language: “changes of grades must include instructor explanation”.

As amended by Student Policies and Dr. Fox: Grade changes should usually be restricted to correcting errors in the instructor’s calculation of a student’s final grade. If the grade change is justified for a reason other than instructor error, a written explanation for the change is required. The College form used for submitting changes of grade to the Registrar will be redesigned to reflect this change in policy.”

3. ANTICIPATED DATE OF IMPLEMENTATION:

Academic year 2008-2009

Enter date this will be effective if passed by the Senate.

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
3/9/07	3/30/07 SP	3/26/07	

5. SUBMITTED BY: (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Eileen Daniel, Associate Dean	School of Professions	5510	edaniel@brockport.edu

6. COMMITTEES TO COPY: (Senate office use only)

Standing Committee	Forwarded To	Date
<input type="checkbox"/> Enrollment Planning & Policies	Committee	3/9/07, 3/30/07
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	4/2/07
<input type="checkbox"/> General Education & Curriculum Policies *	Senate	3/26/07, revised for 4/9/07 vote
<input type="checkbox"/> Graduate Curriculum & Policies	Senate President’s Signature	
<input checked="" type="checkbox"/> Student Policies	College President’s Signature	
<input type="checkbox"/> Undergraduate Curriculum & Policies	To Vice Provost	
	Other	

* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

*(ROUTING NUMBER IS A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY ACADEMIC YEAR AND COMMITTEE INITIALS – Please use routing number and title in all references to proposals.)