

**Resolution 21-2006**  
**Approval of amendments to Grade Change Policy**

**MOTION**

A motion by Trustee Shapiro, second by Trustee Schelin, and

WHEREAS, The current Grade Change Policy states that students must request a grade change from the course instructor; and

WHEREAS, The course instructor may no longer be available; be it therefore

RESOLVED, That the Rockland Community College Board of Trustees approves the amendments to the Grade Change Policy to read as follows:

When a student requests a change to his/her final grade and the instructor agrees with the requested change, the instructor will send a request to the discipline coordinator or the division chair for approval.

If the instructor is no longer available, the student should contact either the Discipline Coordinator or the Division Chair who must then form a committee consisting of the Discipline Coordinator or the Division Chair and two faculty members within the Division to consider the student's grade change request. If the committee agrees with the requested change, then the approved grade change is sent to the Registrar.

This change must be done within two years from the date the grade was submitted by the faculty member to the Registrar. Under no circumstances are grade changes to be made by an individual other than the faculty member who issued the grade, except as noted above.

**ACTION**

Yeas: Trustees Clinkscale, Del Pilar, Kohlhausen, Oelkers-Ramos, Osinga, Schelin, Shapiro, Voigt

Motion passed: 8 yeas; 0 nays; 0 abstentions.

April 25, 2006