

**DRAFT**

**UNIVERSITY SENATE  
UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK**

Introduced by: Graduate Academic Council

Date:

**PROPOSAL TO ESTABLISH GRADUATE LEVEL POLICY PERTAINING TO  
GRADE CHANGES**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves an amendment to campus policy pertaining to graduate level grading, to incorporate the proposed language below addressing grade changes.
2. That this proposal be forwarded to the President for approval.

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Grade Changes

An instructor may not permit students to submit additional work or be re-examined for the purpose of improving their grades once the course has been completed and final grades assigned.

Other than for conversion of grades from Incomplete (I) to an appropriate final grade, all proposed corrective graduate grade changes, with rationale provided, must be approved by the Dean of Graduate Studies before the Registrar may record them.

RATIONALE

There is no published University policy pertaining to graduate level grade changes, although the limitations pertaining to grade changes has been listed on the University's grade change form for decades. This bill is to formally establish such policy and does so in a manner consistent with existing practice and published undergraduate policy.