



December 12, 2016

MEMORANDUM

To: Manuel J. Cabral  
Chancellor

Via: Della Teraoka  
Interim Vice Chancellor for Academic Affairs

From: Faculty Senate

RE: Retroactive Grade Changes

Background: Leeward CC has no policy regarding a retroactive grade change request; however, we have had students come back 5, 10, even 20 years later to say they have completed the work and would like a grade change. The Dean of Student Services is requesting Leeward CC to consider a limit on retroactive grade changes.

15.98: Motion (Cain): Senator Cain moved that Faculty Senate recommend a policy on retroactive grade changes that considers a period of 2 years. (VOTE: Y -20 N -0 A-0) From April 13th, 2016 Faculty Senate minutes:

<http://www2.leeward.hawaii.edu/facultysenate/sites/default/files/unapproved-fac-sen-r eg-minutes20160413.docx> 1.pdf

Sincerely,

William Albritton  
Faculty Senate Chair

Approve/Disapprove:

Manuel J. Cabral, Chancellor

12/18/16  
Date

Approve/Disapprove:

Della Teraoka, Interim Vice Chancellor for Academic Affairs

12/15/2016  
Date