4.14 Grade Change Policy

Policy 4.14
Volume 4  Enrollment Management
Chapter 14  Grade Change Policy
Responsible Office: Registrar
Originally issued: unknown
Revised 1/2009

Policy Statement

Any grade recorded by the Registrar will be changed, in accordance with Georgia Health Sciences University and Board of Regents’ grading policies, upon receipt from the instructor of a completed Grade Change Report form. Forms are available from the Registrar.

Reason For Policy

To establish a uniform policy for changing grades at Georgia Health Sciences University.

Entities Affected By This Policy

All students and faculty at Georgia Health Sciences University are affected by this policy.

Who Should Read This Policy
Faculty and staff at Georgia Health Sciences University who submit and enter grades should be aware of this policy.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>706-721-2201</td>
<td><a href="http://www.georgiahealth.edu/students/Registrar/">http://www.georgiahealth.edu/students/Registrar/</a></td>
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<td></td>
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<td><a href="mailto:registrar@georgiahealth.edu">mailto:registrar@georgiahealth.edu</a></td>
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Related Documents

Georgia Health Sciences University Office of the Registrar:

http://catalog.georgiahealth.acalog.com/

Board of Regents Policy Manual, Section 305, Academic Affairs, Grading System:

http://www.usg.edu/regents/policymanual/300.phtml (Section 305)

Georgia Health Sciences University Academic, Research, and Student Affairs Policy


Overview

The Registrar’s Office at Georgia Health Sciences University is responsible for accurate and complete academic student records. If a student has a grade recorded in error or if the grade recorded has been recalculated, the Registrar’s Office will update the grade based on the written request of the course director, in accordance with Georgia Health Sciences University and Board of Regents grading policies.

Process/Procedures

- Department submits a grade change to the Registrar’s Office
- Registrar’s office updates student record and notifies department and student of update.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.14, Grade Change Policy, are:

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Submit grade change</th>
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<tbody>
<tr>
<td>Registrar’s Office</td>
<td>Update student Academic Record</td>
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**Forms**

Grade Change Form: available from the Office of the Registrar

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