

# Augusta University Policy Library

## Grade Change Policy

**Policy Manager: Office of the Registrar**

### **POLICY STATEMENT**

Augusta University (“AU”) requires that all grade changes be processed as soon as an error is discovered and no later than one (1) semester, including summer, after the initial grade was assigned. There may be reasons that justify a later change of grade, but they must be of an unusual nature and considered most exceptional. Late changes must be approved by the Office of the Vice Provost or designee. No grade change will be accepted after the student graduates.

Incomplete (“I”) grades are not subject to this policy.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

### **DEFINITIONS**

**Grade Change:** A change to a final course grade following the conclusion of the course, after the grade has been posted in the student information system.

### **PROCESS & PROCEDURES**

The instructor of record must complete a grade change form and have the proposed change approved by the department chair/program director, the dean of the college in which the course is housed, and the Dean of the Graduate School (where applicable) must also approve the proposed change. The electronic grade change process and form can be accessed on the Faculty menu in POUNCE.

If the change happens after one semester, the Office of the Vice Provost must also approve the change.

### **REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

### **RELATED POLICIES**

[Grading System Policy](#)  
[Incomplete Grade Policy](#)

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 1/31/2024

President, Augusta University

Date: 1/31/2024