

Augusta University

Policy Library

Grade Change

Policy Owner: 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 Vice President for Academic and Faculty Affairs (VPAFA). 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: Include any other stakeholders not listed above.

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 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. The form with all signatures must be submitted to the Office of the Registrar.

If the change happens after one semester, the Vice President for Academic and Faculty Affairs must also approve.

REFERENCES & SUPPORTING DOCUMENTS

Not applicable.

RELATED POLICIES

Grading System Policy
Incomplete Grade Policy

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 465

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 01/23/2017

Last Review: 06/13/2017

