SON OP 40.473: Grading Practices/Grade Change

PURPOSE: The purpose of the Grading Practices/Grade Change policy is to detail the process and procedure for changing a student’s course grade. Because of the nature of the grade change form, it requires strict security.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

Any official grade change for a course must originate with the course facilitator for the course in question. The Change of Grade form is completed by the course facilitator. This form can be obtained on the TTUHSC website at http://www.ttuhsc.edu/registrar/.

2.0 Procedure

1. The course facilitator completes and signs the Change of Grade form and forwards it to the appropriate Associate Dean for signature.

2. The Department Chair office forwards the form to the Registrar’s Office, which is responsible for the official transcript change of grade. The registrar’s office is responsible for distributing a copy to the student’s advising file within 5 business days from receipt of the form.