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 Grade Change 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 Grade Change form and forwards it to the appropriate Associate Dean/Department Chair 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 and distribution of a copy to the student’s advising file within 5 business days from receipt of the form.