Operating Policy and Procedure

SON OP 30.086 - Grade Change Policy

PURPOSE

The purpose of the School of Nursing Grading Practices/Grade Change Operating Policy and Procedure (SON OP) Because of the nature of the grade change form, it requires strict security.

REVIEW

The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

Any official grade change for a course must originate with the course facilitator.

1. The student does not process this form. The form can be obtained from the appropriate program office.

2. The course facilitator completes and signs the form and forwards it to the appropriate Program Director.

3. The Program Director signs the form and forwards it to the appropriate program enrollment coordinator in the office of Student Affairs.

4. This office of Student Affairs forwards it to the Registrar’s Office.