

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.6.5.1
Related Policy: 8.6.5
Title: Changing Student Grades
Responsibility: Registrar

Original Approval Date: 08-01-1994
Last Cabinet Review: 08-09-2023
Last Revision: 08-09-2023

President

When a faculty member wishes to change a grade previously reported, they must initiate a Grade Change Form. The faculty member of the course has the authority to initiate a grade change. In cases when the College no longer employs a faculty member, the appropriate Department Chair or Academic Dean has authority to initiate a grade change. Grade changes may be initiated no longer than two semesters after the last date of the term in which the grade was entered.

A grade of "I" (Incomplete) will automatically convert to an "F" at the end of the semester following the term in which the "I" was issued by the faculty member unless the following grade change process occurs:

1. Registrar's Office personnel receive completed Grade Change Form from the faculty member.
2. The new grade is keyed on the appropriate screen into the College's information system.
3. The Grade Change Form is signed by the Registrar's Office and attached to the student record.