

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: 11-9-2021
Last Revision: 11-9-2021

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 sole authority for initiating a grade change. In cases when the College no longer employs a faculty member, the appropriate Chair or Academic Dean has authority to initiate a grade change. The Grade Change Form may be obtained from the "Employee Forms" area of the College portal. Upon completion, the form is submitted to the Registrar's Office.

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 scanned into the College's imaging system, Banner Document Managing System (BDMS).