

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
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Last Revision: 04-29-2026

President

When a faculty member wishes to change a grade previously reported, they must initiate a Grade Change Form. The faculty member of record for a course has the authority to initiate a grade change. In cases when the College no longer employs the faculty member of record for a course or in another extenuating circumstance, the appropriate Department Chair or Academic Dean has authority to initiate a grade change. In such instances, the appropriate Department Chair or Academic Dean must provide a detailed justification for the initiation of the grade change and must obtain the signature of the Vice President for Academic Affairs on the Grade Change Form. In all instances of Grade Changes, Registrar's Office personnel will send email confirmation of the Grade Change to the faculty member of record for a course and will copy the appropriate Department Chair on the email confirmation. 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 of record for the course unless the faculty member submits a Grade Change Form.

Grade Change Process

1. Registrar's Office personnel receive the completed Grade Change Form after it has been reviewed and signed off by the faculty member of record for the course, Department Chair, Academic Dean, and Vice President for Academic Affairs, when appropriate.
2. Registrar's Office personnel verify that the individual who initiated the Grade Change Form is the faculty member of record for the course. In cases where the faculty member of record for a course is not the individual who initiated the Grade Change Form, Registrar's Office personnel will 1) verify the appropriate approvals and documentation have been obtained and 2) send email notification of the grade change to the faculty member of record for the course and will copy the appropriate Department Chair on the email confirmation.

3. The new grade is keyed on the appropriate screen into the College's information system.
4. The Grade Change Form is signed by the Registrar's Office and attached to the student record.
5. Each semester, Fall, Spring, and Summer, the Vice President for Academic Affairs and the Registrar must complete a review of the grade change process to validate the required steps are followed.