

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.6.5.1
Related Policy: 8.6.5
Title: Changing Student Grades
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 11-07-2007
Last Revision: 11-07-2007

President

When a faculty member wishes to change a grade previously reported, he or she 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 "Faculty Tools" area of the faculty member's WaveNet account. Upon completion, the faculty member then submits the form 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 Registrar's Office unless one of the following 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 computer 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).
4. Once grade is entered, a student can view the change on their WaveNet account.