



Medical College of Georgia  
Academic, Research, and  
Student Affairs  
Policy Library

## Grade Change Policy

### Policy 4.14

Volume 4 Enrollment Management  
Chapter 14 Grade Change Policy  
Responsible Office: Registrar  
Originally issued: unknown  
Revised 1/2009

### Policy Statement

Any grade recorded by the Registrar will be changed, in accordance with Medical College of Georgia and Board of Regents' grading policies, upon receipt from the instructor of a completed Grade Change Report form. Forms are available from the Registrar.

### Reason For Policy

To establish a uniform policy for changing grades at the Medical College of Georgia.

### Entities Affected By This Policy

All students and faculty at the Medical College of Georgia are affected by this policy.

### Who Should Read This Policy

Faculty and staff at the Medical College of Georgia who submit and enter grades should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	<a href="http://www.mcg.edu/students/Registrar/registrar@mcg.edu">http://www.mcg.edu/students/Registrar/registrar@mcg.edu</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p414.pdf>

## Related Documents

Medical College of Georgia Office of the Registrar:

<http://www.mcg.edu/students/Registrar/regulations/grade-changes.html>

Board of Regents Policy Manual, Section 305, Academic Affairs, Grading System:

<http://www.usg.edu/regents/policymanual/300.phtml> (Section 305)

Medical College of Georgia Academic, Research, and Student Affairs Policy 4.13, Grading System Policy:

<http://www.mcg.edu/aaffairs/policies/pdfs/p413.pdf>

## Overview

The Registrar's Office at the Medical College of Georgia is responsible for accurate and complete academic student records. If a student has a grade recorded in error or if the grade recorded has been recalculated, the Registrar's Office will update the grade based on the written request of the course director, in accordance with Medical College of Georgia and Board of Regents grading policies.

## Process/Procedures

- Department submits a grade change to the Registrar's Office
- Registrar's office updates student record and notifies department and student of update.

## Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.14, Grade Change Policy, are:

Academic Department	Submit grade change
Registrar's Office	Update student Academic Record

## Forms

Grade Change Form: available from the Office of the Registrar