Process Name: Grade Change
Date: September 28, 2005
Time: 10:20 a.m.
Location: BAB 202

Participants:
Session Lead:

Narrative/Description: All Grade Change requests must originate from the original faculty member. If the grade change is less than one year, the faculty signature is all that is required. If grade is older than one year, the Academic Dean must co-sign the form. A Grade Change Form is completed and sent to the Registrar’s Office. The Registrar’s staff verify the signatures. If the reason for a grade change is unusual, it is given to the Registrar for review. The Registrar may approve the change or return it to the originator for further justification. If no change or approved by registrar, the change is entered in SIS where an audit trail is maintained as to entered the change and when. The original form is forwarded to the Imaging Center for scanning and shredding.

Electronic Inputs: None
Manual/Paper Inputs: Grade Change Form
Key Decision Points (list all): Is grade a valid grade? Is reason justified?
Related Policy(s): SRSU Grade Change Policy
Interface to Other Systems: None
Web Features: Form may be downloaded from Registrar web page.
Electronic Outputs: None
Manual/Paper Outputs: None
Customer(s): Faculty and staff
Regulatory Items: None
Frequency/Volume: On going
Potential Break Points: Unapproved grade.
Automation: None
Issues: Student concern about length of time it takes to process change.
NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.