

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
GRADE CHANGES	R-1	1 of 1	March 5, 1984

Purpose: To provide for the change of a student's grade.

1. Grade Change Information/Forms. An Instructor desiring to change a grade should complete a "Change of Grade Request." The form is online on the Faculty Tab under their MyCSU account.

2. Limitations.

a. Incomplete Grade. An Incomplete Grade ("I") must be removed by the midpoint of the next major term (Fall or Spring). Incompletes received during Summer Sessions will be changed during the subsequent Fall semester. A grade of "F" will be assigned for an "I" not removed by the appropriate midterm date.

b. Request for Change of Grades, other than Incompletes, must be received by the Registrar's Office within six months of the date on which the original grade was assigned. After six months, a "Change of Grade Request" must be approved by the Department Chair.

c. After one year, a Change of Grade Request must be approved by the Vice President of Academic Affairs. The only condition for which a grade may be changed after one (1) year is clerical error in recording grade or miscalculation on the part of professor.

3. Instructor. Upon completing the online form containing the information pertaining to the student, course and reason for the grade change, the request will be sent to the student, the Office of the Registrar, and Financial Aid.

4. Registrar. Upon receiving a "Change of Grade Request" email, the form will be checked for adherence to the policy. If the above policies are followed, the Registrar will change the grade and update the student's academic standing, if necessary.

5. Distribution. After the Change of Grade Request has been processed by the Registrar, a copy will be placed in the student's academic file.

By action of the Academic Council on March 28, 1984, and revised by the Registrar on October 12, 2010 and February, 2021.