

Policy Number: 120

Policy Title: Grade Change

Policy Council Review Date(s): 11/15/11

PPAB Approval Date: 3/6/12

POLICY:

Assigned grades may be changed in certain circumstances.

PROCEDURE:

Change of Grade

At the end of each semester, students are responsible for reviewing their grades through the online [Student Information System](#) and for contacting their instructors regarding grade discrepancies no later than the end of the second week of the following term. If the instructor discovers an error, he/she may change the assigned grade.

Instructors may submit a grade change request form no later than the last day of class of the following term. The grade change form is available from the campus registrar's office. Grades included in this provision are "A," "B," "C," "D," "F," "I," "IP," "NR," "S," and "U." All grade changes are subject to approval by the department chair.

If the instructor determines that the grade was not assigned in error, the student may appeal following Policy 119 [Grade Appeal](#).

Addition, Deletion, or Withdrawal of Course

Any grade change request that involves an addition of a course, a deletion of a course, or a course withdrawal must be approved by the instructor, department chair, campus dean, campus registrar, and the offices of student accounts and financial aid. Any such grade change request must be completed as follows:

Fall Semester	September 15 of the following year
Spring Semester	September 15 of the same year

Summer Semester

September 15 of the same year

The student is responsible for any payment of fees or repayment of funds that may be required by Georgia Perimeter College, the Department of Education, or a lending agency/guarantor.

Approved by PAB 5/27/08

Approved by PPAB 3/6/12