Student Services Manual (SSM)

SSM 203–01: Grade Change

Effective: 8/15/1975
Revised: 7/1/2009

Purpose

To allow an instructor or department roster contact to initiate a grade change within the original grading option on a student’s academic record

Sources

ASU General Catalog, “Change of Grade”

University Registrar Services

Individual colleges within the university

Policy

After a grade has been reported to the University Registrar’s Office, the course instructor or department roster contact may initiate a grade change, which is subject to the approval of:

1. the department chair or the chair’s designee

   and

2. the dean of the college or the dean’s designee.

Note: The dean may delegate this responsibility to an associate dean or other college official. A list of designees is available at University Registrar Services.

Procedure

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>If desiring to change the grade:</td>
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<tr>
<td>Instructor or department roster contact</td>
<td>1. Log in to the Faculty Center on the ASU Web.</td>
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<td>2. Select the class, the student, and the new grade.</td>
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<td></td>
<td>3. Submit the change request for review at the department chair level.</td>
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<td>Department chair or designee</td>
<td>4. Log in to OASIS.</td>
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<td>5. Review and approve or disapprove the grade change request.</td>
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<td>If not approved:</td>
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<td>6. Submit the denial.</td>
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</tbody>
</table>
7. Notify the instructor.

If approved:

8. Submit the approval.

9. Log in to OASIS.
10. Approve or deny the request.

Dean of the college or dean’s designee

If not approved:

11. Notify the department chair or the instructor.

Student

12. Log in to My ASU to verify that the grade change was processed.

If the grade change is not on the transcript:

13. Contact the instructor for more information.

Cross-Reference

For grade changes in situations not governed by this routine grade change policy and procedure, refer to SSM 203–02, “Academic Record Change.”

See also:

1. SSM 203–06, “Deletion of a ‘D’ or ‘E’ Grade Received by an Undergraduate Student in an Undergraduate Course”

   and

2. SSM 203–09, “Grade of Incomplete.”