

**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).