

**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).