

Grade Change Procedure

Faculty members must initiate grade changes. To change a grade a faculty member needs to:

1. Obtain and complete an electronic copy of the Grade Change Approval form from the Faculty Resources section of myPGCC.
2. Using your college-issued email account, send your division dean (**copy your department chairperson**) an email with the completed Grade Change Approval form attached. Include the following in the email:
 - a. On the email subject line type: Grade Change
 - b. In the body of the email indicate that the Grade Change Approval form is attached for the dean's signature. Include the student's first name, middle initial, last name, and student identification number (not a social security number.)
 - c. Your electronic "business card" (name, title, office phone number, etc.)

NB: The dean will not sign the form unless you have signed it (your typed name will be accepted as your signature) and it is attached to the email.

Division Deans

1. When you receive the faculty member's email with the completed Grade Change Approval form attached, sign the form and send it to Admissions and Records for processing.
2. If you receive an incomplete email, incomplete Grade Change Approval form, or the department chair was not copied, return the email and form to the faculty member.

Effective November 1, 2011, this form replaces any other grade approval form.

REV 9/11