

HOW TO MAKE A GRADE ADJUSTMENT
JANUARY, 2009

1. Faculty who need to change a student's grade should use the new Grade Adjustment Form. The form can be found in GOSOLAR for Faculty>Grade Adjustment Form. (To access the form, log into GOSOLAR with username and password to get to the Faculty Section and then to the Grade Adjustment Form).
2. Complete the all fields of the form (if all fields are not completed the form will not be processed).
 - a. **If the grade is an I (Incomplete), IP (In progress), or NR (Not Reported)** the faculty member requesting the change may submit form via GroupWise to Grade Adjustment without approval from unit head (gradeajustment@langate.gsu.edu).
 - b. **If the grade is a change of one letter grade to another**, the form should be completed by the faculty member and the form should be sent as an attachment to the unit head for approval.
 - i. The unit head then sends an email to Grade Adjustment indicating approval along with the attachment of the grade adjustment form.
 - ii. If the unit head is also the instructor, he/she should complete the grade adjustment form and send it as an attachment to the associate dean for approval.
 - c. A separate form and email should be submitted for each grade adjustment; do not send a list of student with several grade adjustments in one email.