

Virginia Tech Carilion School of Medicine (VTCSOM)

Policy: Entering and Changing Grades in a Student Transcript

Subject: Enrollment Management/Registrar

Administrator: H. Reynolds

Revision: 3

Original date: 11/7/2013

Revision date: 10/19/2015, 10/06/2016

1 Purpose

VTCSOM is committed to maintaining confidential and accurate student records that document academic performance in the official transcript. Protecting the integrity of those records is the responsibility of the Registrar.

2 Policy

Only the Registrar is authorized to enter or change grades in the institutional database used to create student transcripts. The Registrar may enter or change a grade for students only if requested to do so by the Associate Dean for Clinical Sciences, Years 3 & 4 or the Senior Dean for Academic Affairs (or designee).

3 Procedures

1. Grades for all students during Phase 1 must be entered into the database by the Registrar no later than one week after the end of the Block. Grades for all students during phase 2 must be entered into the database by the Registrar no later than six weeks after the close of the clerkship or elective period.
2. The Associate Dean for Clinical Sciences, Years 3 & 4 or the Senior Dean for Academic Affairs (or designee) may submit a Request For Change of Grade Form to the Registrar after this time based on the following reasons for a grade change:
 - a. Removal of Incomplete
 - b. Error in Recordation
 - c. Error in Computation
 - d. Withdrawal
 - e. Summer Remediation
 - f. Clerkship/Elective Remediation
 - g. Grade Appeal or other circumstances deemed appropriate by the Senior Dean for Academic Affairs (or designee).
3. The Associate Dean for Clinical Sciences, Years 3 & 4 and the Senior Dean for Academic Affairs (or designee) are responsible for establishing procedures for sharing course grades with their students in a timely manner and in such a way that supports this policy and helps ensure accuracy. Random audits of grade entries and grade changes will be conducted not less than annually by the Registrar, and reported to the Senior Dean for Academic Affairs (or designee).