

POLICY: Change of Grade

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
June 27, 2025	June 27, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

Once submitted to the COM Registrar's Office for processing, course grades (except incompletes or unresolved grades) are final. They are subject to change only through a change of grade submission.

All change of grade submissions must be initiated through DocuSign using the official HWCOM Change of Grade Form.

Change of Grade forms must be signed by the appropriate course director and by the Assistant Dean for Foundational Sciences Curriculum for courses in Years 1 and 2, or the Assistant Dean for Clinical Education for courses in Years 3 and 4.

SCOPE

This policy applies to all faculty and staff who manage grade changes and pertains to all medical school courses.

REASON FOR POLICY

This policy ensures that grade changes are properly authorized and submitted in accordance with FIU policy.

DEFINITIONS

TERM	DEFINITIONS
DocuSign	A software used to manage electronic forms and agreements with digital signatures.

RESPONSIBLE PARTIES

Associate Dean for Student Affairs
HWCOM Registrar

RELATED RESOURCES

[FIU Policy #340.085 Change or Correction of Grade](#)

CONTACTS

Questions about this policy should be directed towards the HWCOM Registrar, Office of Student Affairs.

POLICY HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: June 27, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): N/A

PROCEDURE: Change of Grade

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PROCEDURE STATEMENT

To submit a change of grade, the course/clerkship administrator must initiate a Change of Grade form via DocuSign. The form must contain the course information, student information, indicate the previously submitted grade and requested grade change, and specify the reason for the grade change.

The course/clerkship administrator will route the form to the Course/Clerkship Director and appropriate dean for review and signatures.

The signed form will be routed to the COM Registrar's Office for processing. All parties will receive a copy of the completed form once the grade change has been processed.