On-line Change of Grade

Grade Change Timelines
Online grade changes will be accepted for up to a year after the term ends. For example the Fall 2007 will be accepted through December 31, 2008.

Future cutoff dates for the terms will be-
- May 31 for the previous Spring Semester
- July 31 for the previous Summer Semester
- December 31 for the previous Fall Semester

Once these dates have passed the grades on the roster will be grayed out and instructors will need to submit a paper Change of Grade form with the appropriate signatures.

Weekly reports will be sent to Schools/College and Departments as notification of grade changes that have occurred during the past week.

Online Grade Change will not be active for following exceptions
- Student has graduated
- The current grade is a P (progress)
- Student is withdrawn from the class
- Credit/No Credit (with the exception of the Law School)

In the above situations the grade on the roster will be grayed out and instructors will need to submit a paper Change of Grade form with the appropriate signatures.

Continue for instructions on how to use On-line Change of Grade
Grade Change view by Faculty – In order to change grades, go to Enroll & Pay-> Faculty Center page. Select a term and click on a grade roster. If grades are already posted, then “Request Grade Change” link will appear.

Clicking “Request Grade Change” link will bring the page where faculty can change grades of the students using the drop downlink attached with the grades.
Faculty must also enter a reason for each grade change. Valid grade change reasons will be displayed by clicking the lookup magnifying glass. Save the page by clicking **SUBMIT** button which is located at the bottom of the page. This action should display Success (to the right of the reason) indicating successful grade change. Once the page displays success, use the Return to the Grade Roster link at the bottom of the page to return to the grade roster.