Change Grades

**Important Information**

- Grades must be approved and posted to the students' records before grade changes can be requested. The Request Grade Change link on the Faculty Center grade roster does not appear until after the Grade Roster Approval Status is Posted.
- To request grade changes, you must be:
  - An instructor with **APPROVE** grade roster access assigned to the class in M-Pathways. **APPROVE** grade roster access allows you to enter, upload, review, approve, and request grade changes. This level of access is recommended when only one instructor is responsible for all aspects of grading.

    OR

  - A staff member assigned **Change Grades** proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access. **Change Grades** proxy access only allows you to request grade changes. This role is recommended for classes with instructors not expected to continue with an instructor role or in the same department beyond the grading period.
- Each School/College has their own grade change rules encoded and has determined if certain grade changes need to be reviewed before final processing can be completed.
- See the ***Grade Change Frequently Asked Questions*** for an overview of the grade change process.
- In rare cases when a student does not appear on the Grade Change Request page, a paper form must be used to request a grade change. The Department Grade Approver or the Grade Coordinator and the Registrar's Office process paper forms. Examples of when a paper Grade Change Request form is used include:
  - Grade originally submitted on a paper grade roster and there is no electronic grade roster.
  - If a student has been attending the class and is not listed on the Request Grade Change page.
  - Modification of credit hours.
  - Modification of grading basis.
  - There are times when a student already has a grade entered, e.g. W, VI. These grades cannot be changed on the grade roster. If you believe the W or VI grade is incorrect, please submit a grade change on a paper Grade Change Request form.
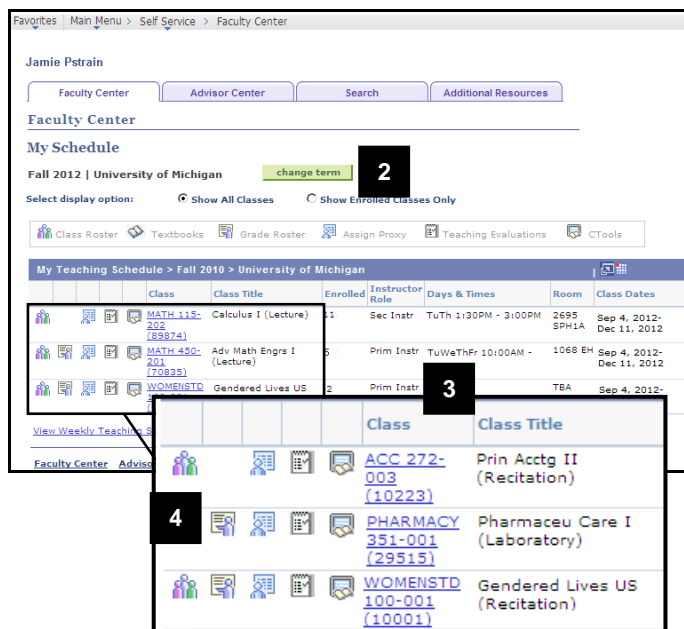
Navigation

Wolverine Access (https://wolverineaccess.umich.edu) > Faculty & Staff > Faculty Business

Self Service Page
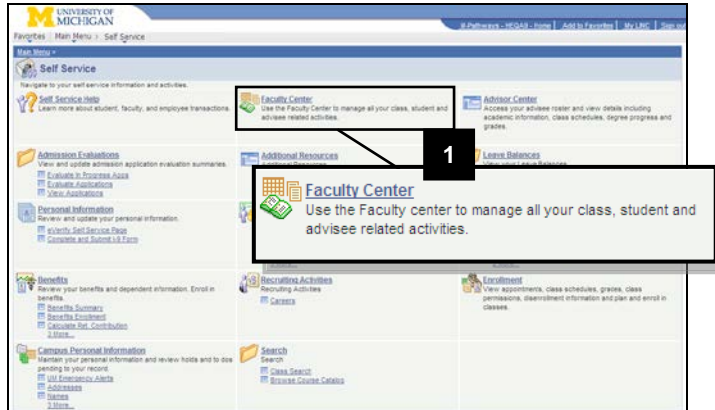
1. Click **Faculty Center**.

Faculty Center Page

2. If necessary, click [change term] to select the appropriate term.

   - The Faculty Center page defaults to the current term.

3. Locate the appropriate class in the **Class** and **Class Title** fields.

   - Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

4. Click the **Grade Roster** icon located to the left of the class name.

   - Grade roster icons appear only when there is a grade roster generated for the class.

Faculty Center Grade Roster Page

5. Click **Request Grade Change**.

Note: The <u>Request Grade Change</u> link does not appear until after the Grade Roster Approval Status is Posted.

Grade Change Request Page

6. Enter the correct grade or use the **Lookup** [icon] function to select the correct grade in the **To Grade** field and then press **Tab** or **Enter**.

Note: The Reason for Change, Date Student Completed Work, Grade Change Status, Comment, and Level of Participation (if applicable) fields appear after pressing Tab or Enter.

⚠️ **Did you enter a failing or NR grade?**
- No - skip to step 9.
- Yes - continue to step 7.
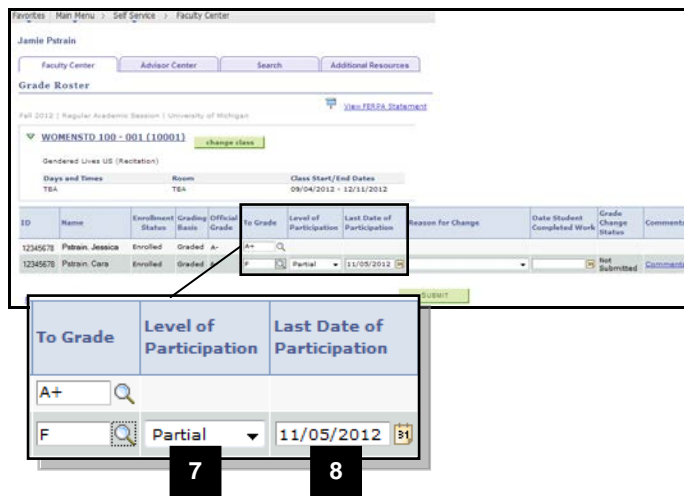
7. If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field.

   Valid values include:

   - **Full** – student attended class and completed assignments

   - **Never** – student never attended class or completed an assignment

   - **Partial** – student attended at least 1 class or completed at least 1 assignment, including:

     - Written and/or verbal conversation between the instructor and student about the course.

     - Participation in a discussion on CTools.

     - Completion of a paper or examination

   Note: Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. *Example: A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.*

8. If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.

Grade Change Request Page

Comments Page

9. Select the reason for changing the grade from the drop-down list in the **Reason for Change** field.

Reason for Change	Work Completion Date Rqd	Comments Required
Re-evaluated Work on	Yes	No
Incomplete Work/Exam Completed	Yes	No
Clerical/Math Error	No	No
Other	No	Yes

10. If required, enter the date the student completed the work for the class or use the Lookup funtion to select the date in the **Date Completed Work** field.

11. Click **Comments** to enter additional information.

12. Enter comments in the **Comment** field.

13. Click [OK] .

Notes:

- If a comment is required and not entered, you will receive an error when submitting your grade change.

- Comments can be entered when not required.

- System-generated comments appear in the **Comment Data** area after the grade change is processed. Each time information is entered and submitted about a grade change request, this is logged by the system in the **Comment Data** area.

Grade Change Request Page

14. Click [SUBMIT].

Grade Change Request Page

15. Review the **Grade Change Status**. **Grade Change Status** values include:

- **Success:** The grade change request does not need to be reviewed. It is immediately posted to the student's enrollment record. You will receive an email confirmation.

- **Awaiting Approval:** Your grade change request must be reviewed and approved by the Grade Change Approver from the student's School/College. The Grade Change Approver receives an email that the grade request is ready for review. You will receive an email after your grade request has been processed. The email will notify you whether your request was approved or not approved.

Note: Each School/College has their own grade change rules encoded and has determined if certain grade changes need to be reviewed before final processing can be completed.