Change Grades

Important Information

- Grades must be approved and posted to the students' records before grade changes can be requested. The <u>Request Grade Change</u> 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:
 - o Grade originally submitted on a paper grade roster and there is no electronic grade roster.
 - o If a student has been attending the class and is not listed on the Request Grade Change page.
 - o 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



Faculty Center Page

Favorites Main Menu > Self	Service > Facu	ity Center				
Jamie Pstrain						
Faculty Center	Advisor Co	enter	Sea	arch	Additional Resources	
Faculty Center						
My Schedule			1			
Fall 2012 University	of Michigan	chan	ge term	2		
Select display option:	Show All C	Classes	C Show Er	rolled Classe	s Only	
👫 Class Roster 🗇 T	extbooks 🔄	Grade Roste	r 🖉 Ass	ign Proxy	Teaching Evaluations	CTools
My Teaching Schedul						ال ^ا هي ا
	ass Class		Enrolle	d Role	Days & Times	Room Class Dates
		lus I (Lecture	a) 11	Sec Instr	TuTh 1:30PM - 3:00PM	2695 Sep 4, 2012- SPH1A Dec 11, 2012
	ATH 450- Adv M	lath Engrs I	5 1	Prim Instr	TuWeThFr 10:00AM -	1068 EH Sep 4, 2012- Dec 11, 2012
	0835) OMENSTD Gend	· ·		Prim Instr	3	
	Gend	ered Lives o	2	Print Anad	ວ	TBA Sep 4, 2012-
View Weekly Teaching S				Class	Class Tit	le
Faculty Center Adviso	88	<u>_</u>	7 🗔	ACC 27		
		n m – L		003 (10223	(Recitati	on)
	4 📼			PHARM	-	eu Care I
		<u>a</u> ™ ≞		<u>351-00</u> (29515		
	** 🕄	<u> </u>	7 🗔	WOMEN		d Lives US
				100-00 (10001	1 (Recitati	ion)
-						

1. Click Faculty Center.

- 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

	y Center	Advisor	Center		Search	Addi	tional Resour	ces
rade R	oster							
						📮 y	iew FER PA St	atement
2012	Regular Acader	nic Session U	University	of Michigan				
✓ <u>WOM</u>	IENSTD 100	- 001 (1000	<u>)1)</u>	change class				
Gend	ered Lives US ((Recitation)	_					
Days	and Times		Room		Class	Start/End	Dates	
TBA			тва		09/04	/2012 - 1	2/11/2012	
Instrue		ormation						
	tor/Proxy Infe		Role	Grade Ro	ter Access	Email To		
ame	tor/Proxy Info		Role Prim Inst				@umich.edu	
ame	,PrefName			Approve		maissrdw(@umich.edu	
ame AISSRDW Display O	,PrefName			Approve	1	maissrdw(- Posted
ame AISSRDW Display O	,PrefName		Prim Inst	Approve Grade *Ap	Roster Action: proval Status	Approv		Posted
ame AISSRDW Display O	,PrefName		Prim Inst	Approve Grade *Ap	Roster Action:	Approv		▼ Posted
ame AISSRDW Display O	,PrefName		Prim Inst	Approve Grade *Ap	Roster Action: proval Status est Grade Chan	Approv Qe	ed	• Posted
ame AISSRDW Display Oj Grade	,Prefilame ptions: Roster Type	Final Grade	Prim Inst	Approve Grade *Ap	Roster Action: proval Status est Grade Chan	Approv ae	ed	• Posted
ame AISSRDW Display Oj Grade	,PrefName	Final Grade	Prim Inst	Approve Grade 5 Regu	Roster Action: proval Status est Grade Chan	Approv Qe	ed	▼ Posted
ame AISSRDW Display O Grade	,Prefilame ptions: Roster Type	Final Grade	ster Offi	Approve Grade 5 Regu	Roster Action: proval Status est Grade Chan Pro	Approv Ge Id E Level	ed Units	Posted
ame AISSRDW Display Or Grade D	,PrefName ptions: Roster Type	Final Grade	ster Offi ade Grad	Approve Grade *Ap 5 Reau	Roster Action: proval Status est Grade Chan Ein Academic Career Undergraduat	Approv ae d E Level e Junior	ed Units Taken	y Posted

Grade Change Request Page

Favorites Main M	Ienu > Self Service	> Faculty (Center						
Jamie Pstrain	*	,							
Faculty Ce	nter Advis	or Center	Additio	nal Resources					
Grade Rost	er								
Fall 2012 Regu	Fall 2012 Regular Academic Session University of Michigan								
	STD 100 - 001 (10	0001)	change c	lass					
Days and	Times	Room			Class St	art/End D	ates		
TBA		тва				012 - 12/			
ID	Name	Enrollment Status	Grading Basis	Official Grade	To Grade				
12345678	Pstrain, Jessica	Enrolled	Graded	A-	A+ 🔍				
12345678	Pstrain, Cara	Enrolled	Graded	A-	FQ				
						6			
Return to Grad	e Roster						SUBMIT		

- 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.

- Enter the correct grade or use the Lookup
 Intervention to select the correct grade in the To Grade field and then pressTab 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.

	ity Center	Advisor C	enter	Search	A	ditional Resourc	**				
irade 1	Roster										
					P	View FERIPA Sta	tement				
p1 2012	Rapilar Arademi	Seasion 1 Or	consists of stat	1981							
₩ WC	MENSTD 100 -	01 (1000)	1) change	e class							
Ger	dered Lives US (Re	otation)									
Day	rs and Times		toom 154		Class Start/I	Ind Dates					
144					0004012	1010/2012					
D	Name		Grading Offici Basis Grade		Level of Participation	Last Date of Participation	Reason for Change		Date Student Completed Work	Grade Change Status	Comment
	Patrain Jessica		Graded A-	A+ (·				
12345678	Pstrain Cara	Enrolled	Graded 5	* B	g Partial 🔹	\$1/05/2012	3	•	6	fiel Submitted	Comment
			/				SUBNIT				
							Stear				
-	Grade	Lev	el of	1	ast Da	te of					
10	Grade	Par	ticipat	ion I	articip	ation					
			1.1								
A	+ C	· · · ·									
A+	- 0		rtial	-		2012	H				

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

IZ345678 Pitrini , Joliah Envelled Graded A- IA Q ■ IP Submitte 2345678 Pitrini , Joliah Envelled Graded A- IA Q ■ IP Submitte 2456789 Pitrini , Mariah Envelled Graded B+ Q				31	Resources	Additional	arch	_		Center	Advisor	culty Center	Fac
Fall 2010 Regular Academic Season University of Histogan Print Change class Pharmaceu Care I (Laboratory) Pharmaceu Care I (Laboratory) Change class Pharmaceu Care I (Laboratory) Days and Times Room Class Str. 9 es 100 ID Name Chrolineet Gradelog Official To Grade Reason for Change Date Student Change Class Str. 123456720 Patroni, Josion Enrolled Orded A IA IB Status 23456700 Patroni, Josion Enrolled Grade B Q IB Scientite 34567000 Patroni, Mohy Enrolled Grade A Q Carade												Roster	Grade
Pharmaceu Care I (Laboratory) Days and Times Room Class 5t. 9 is 100 TUTR 9-05AM-11/05AM 1954 CCL 05/02/2 9 is 12010 ID Rame Enrollment Creating Official To Grade Reason for Change Oate Student Change Status ID Rame Status Grade A IA IB B Completed Work Status 23456769 Petroin2, Merin Enrolled Graded B+ 23456769 Petroin2, Merin Enrolled Graded B+ 23456769 Petroin3, Moly Enrolled Graded A				ment	RPA State	View F		para.	of Michig	niversity	c Session U	Regular Academi	Fall 2010
ID Name Enrolled Official Basis To Grade To Grade Date Student (Completed Work) Date Student (Campleted Work) Date Student (Campleted Work) Date Stu	11			10		9		***		loom	ioratory)	irmaceu Care I (Lat ys and Times	Pha
123456789 Petrain3, Mania Enrolled Graded A IA Q III Submitte 23456789 Petrain3, Mahia Enrolled Graded B+ Q 34567800 Petrain3, Mahia Enrolled Graded A Q		Change				for Change	le Rea	To G				Name	D
34567800 Putnah3,Moly Enrolled Graded A Q	ted Comment	Not Submitted	H					IA	A+ .	Graded	Enrolled	Pstrain1, Josiah	2345678
Crade					-	/	Q		0+	Graded	Enrolled	Potrain2, Mariah	23456789
							9	-	A	Graded	Enrolled	Pstrain3, Molly	34557890
Reason for Change Completed Work Status	nts	nment	Con	ge	Chan						hange	eason for C	

Comments Page

Grade Change C	omment Entry				
Name: Pstrain54, Ar	ngela		ID: 12345678		
		Section:		University	of Michigan
Pharmaceu Care I					Fall 2010
Class Nbr: 29515		Laboratory			
Comment:	Clerical/Math Error	12			×.
Comment Data			Find	First 🗹 1 a	of 1 🕑 Last
Comment Nbr:	1		Grade Change Sequenc	e Number:	1
Comments:					*
OK Canc	el				

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 <u>Comments</u> 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

1 1	culty Center	Advisor	Center	Y	5	iearch	Additional Resources			
Grade	Roster									
Fall 201	5 Regular Acader	nic Season (C	Iniversity	of Michig	part.		P View FER.DA State	ment		
Ph	ARMACY 351 -		5) <u></u>	hange cl	155					
	Th 9:00AM-11:00A		Room 1844 CCL	8			Class Start/End Dates 09/02/2010 - 12/10/2010			
ID	Name	Enrollment Status	Grading Basis	Official Grade	To Gr	ade	Reason for Change	Date Student Completed Work	Grade Change Status	Comments
12345678	Pstrain1, Josiah	Enrolled	Graded	h.	IA	Q	Incomplete Work/Exam Con 💌	12/15/2009	Not Submitted	Semmente
	Potrain2, Mariah	Enrolled	Graded	8+	_	Q				
23456789	P our de las, mode los r									

Grade Change Request Page



	SUBMIT
14. Click	

- 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.