Instructor Initiated eGrade Change Request

Overview

This process will allow an instructor (other than a grade proxy or enrollment assistant) to electronically change a grade. The eGrade Change document is routed electronically to the approvers. Campus participation varies so check with the Registrar’s Office on your campus if you have questions about how best to submit a grade change. As of January 2020, eGrade Change is now in PeopleSoft.

- Approval steps are set at each campus, according to their academic policies and will include some or all of the following:
  1. Pre Registrar (Registrar review)
  2. Course Authority (Department offering the course)
  3. Course Dean Authority (Dean of School offering the course)
  4. Vice Chancellor Academic Affairs
  5. Academic Authority (Dean of Student’s current school/program)
  6. Registrar 1 (First level of approval in Registrar’s office)
  7. Registrar 2 (Second level of approval in Registrar’s office)

- Once approved and the SIS enrollment table is updated, e-mail confirmations are sent to the University email address of the student and the instructor.

- If configured by the campus, additional email notifications will be sent to:
  o The campus financial aid office if the student received financial aid for the term where the grade change occurred and the new grade was an FN, FNN, or W.
  o The campus veteran’s affairs office if the student was identified as a veteran with a student group.

Steps

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1. Log into one.iu.edu.
2. In the Search bar, search for “egrade change” or click the link for eGrade Change from the Faculty Center.
3. Click the Submit eGrade Change (Instructor) task/tile.
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The Faculty Center My Schedule page will display. The page defaults to the last term you selected. If necessary, click the Change Term or Campus button.

NOTE: eGrade Change in PeopleSoft combines IU Online classes so all students will be listed on the roster where the instructor taught.

4. Select the eGrade Change link beside the class for which the grade needs to be changed. Only rosters in Approved and Posted status are available to change.
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The list of students with a grade for that class will be displayed.

**NOTE:** If a student’s name is not a link, the campus does not allow that type of grade change electronically. You should follow the paper grade change procedure for your campus.

If the class is an online class with students from other campuses, the **Institution** column will display where the student is enrolled (see the following image).
5. Select the correct student from the list.
6. Select the new grade from the **Change Course Grade to**: drop down list. The grades that appear in this menu are subject to the campus configuration settings (the types of grade changes that are allowed electronically). If you do not see the grade you are looking for in the drop down list, you should follow the paper grade change procedure for your campus.

![Change Course Grade to](image)

**NOTE:** As of December 2021, F* and I* grades are no longer available to select for academic misconduct in eGrade Change. Instructors and administrators may now flag any final grade as being assigned due to academic misconduct. Additionally, instructors and administrators may submit a grade change document to either flag a final grade as academic misconduct, or remove the academic misconduct designation. It is not necessary to change the letter grade when adding or removing the academic misconduct designation. If the original grade is flagged as academic misconduct, the following box will display on the eGrade Change request.

![Academic Misconduct](image)

7. Select a reason for the grade change from the **Select Reason for Grade Change** drop down menu. This is a required field.
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8. Add a note in the **Rationale for grade change** text box. This is a required field.

9. If displayed, review the Grade Change policies and then click the checkbox: **I acknowledge the policies governing grade change requests.**

10. Click the **Submit** button.

**NOTE:** If an **FN** grade is selected as the new grade, the last date of attendance is required. If the grade is already an **FN** grade, the last date of attendance will show the date entered on the grade roster. If you need to change only the last date attended, select **FN** as the new grade with the reason, **FN to FN Date Change Only** and enter a new date.
11. Once the request has been submitted, the eGrade Change Confirmation page is displayed containing the Document ID which can be used for tracking in PeopleSoft workflow. The request will go to PeopleSoft workflow for routing to the approvers specified for your campus.
The Approval Status Monitor displays the approval steps required for the grade change to be processed. You can click the Multiple Approvers link to view contact information for the approvers in the workgroup who need to take action on the document. If there is only one person in the workgroup, that person’s name is displayed as a link.

The Process Status Monitor will be updated automatically if the grade change processes successfully. If there is an error, a group of superusers (Registrar's Office staff) will be notified to investigate.

Once the request is finalized, the instructor (and/or initiator) and the student will receive an email message notifying them that the change is complete in SIS.
NOTE: If the student is enrolled in an online class taught by a different campus, a note will display explaining that the grade change was for an online class and that the class number on the document is for the class at the campus where the instructor taught. It also provides the student's campus and class number since students enrolled on different campuses have different class numbers. See the image below.
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12. From the buttons in the middle of the page:
   - Click **Return** to submit an eGrade Change for a different student or
   - Click **Cancel Document** to cancel this eGrade Change document. A comment is required immediately in order to cancel a document. or
   - Click **Add Comment** after adding text in the Comments box to add a comment to the document.

When you return to the eGrade Change roster the student’s grade change will show as pending. If the class has multiple instructors, the other instructors will see the pending link also. They can view the document, but cannot cancel it.

Additional Information

- SIS is updated with operator ID ‘SISPWF’.
- The following instructor roles are eligible to initiate eGrade Changes: primary instructor, secondary instructor, supervisory instructor and associate instructor. Grade proxies and enrollment assistants are not eligible to use this application.