CHANGE GRADES

Change Grades

Faculty Members can submit a proposed course grade change for a student from all courses they are teaching, or have taught, within the selected semester. This grade change is not official until the Office of The Registrar manually enters the grade change into ISRS.

Class Management

For 2014 Fall Semester

Change semester

- Class List
- Faculty Overrides
- Grade & LDA Entry
- Wait List Report
- Change Grades

NOTE: This form is available for faculty members that are instructors of courses in the year/term that is being accessed.

Click on the Change Grade link.

Grade Change Request

After Clicking on the Change Grade Link, the link will access a new application. The Grade Change Request page will display.
Courses the faculty member is associated with will display the *Course ID*, *Subject*, *Course Number*, *Section Number*, *Title*, *Change Grades*, and a [GO] action link under *Change*. The [GO] link will direct to a list of students for that course.

The default year/term will be prepopulated.

To select a different year/term, click on the drop down box [ ] icon and click on the year/term for which a request for a grade change is needed for a student.
Class List Page

Click on the [GO] link under Change Grades, A Class List page will display with all registered students and grades posted for those students.

This report details the information of the students for the course that was selected, which includes Tech ID, Student Name, Seq Number, Current Grade, Last Changed, Submitted Grade and Last Submitted.

- Tech ID - The Tech Id of the student
- Student Name – The name of the student starting with their last name.
- Seq Number - The seq number is for the possibility of students taking the same course multiple times during the year term.
- Current Grade – The current grade of the student
- Last Changed - The date of the posted grade
- Submitted Grade – The suggested new grade to be reviewed
- Last Submitted – The date of the suggested new change that has been submit for review

Click on the [Edit] to suggest a change to the current grade of a student.
NOTE: The student names are sorted alphabetically by student’s last name. (Does not differentiate between lower and upper case letters.)

**Proposed New Grade**

NOTE: Only one student can be processed at a time.

- **New Grade**
- **Last Date Attended** [MM/DD/YYYY]
- **Reason**
- **Signature Required** [✓] (if this is your institutional policy)

NOTE: MSU does not require instructors to check the “Signature Required” field. The Office of the Registrar is aware of the departments who require a department chair signature and will forward the electronic grade request via e-mail to the department chair for approval/denial.

Select the **New Grade** from the dropdown box [ ] icon.

If a LDA (Last Date Attended) is needed for the new grade; fill in the field using MM/DD/YYYY format.

Click in the **Reason** field and provide a short description for the grade change.

If a signature is required by your department per your policy; validate that the [✓] icon has a check mark in the box.

NOTE: The default is marked with a check mark [✓].

NOTE: MSU does not require instructors to check the “Signature Required” field. The Office of the Registrar is aware of the departments who require a department chair signature and will forward the electronic grade request via e-mail to the department chair for approval/denial.
Click on the [Save] button.

Warning popup message will appear for missing fields.

When the New Grade has not been selected from the dropdown box, this message will appear. *Please select an item in the list.*

When the Reason field has not been populated, this message will appear. *Please fill out this field.*
The Review page will display.

Validate that the information is correct.

Enter your Password then click on the [Submit] button.

A warning message will appear if the password was not entered or invalid.

**Confirmation Page**

A Confirmation Page will appear.
The [Print] button will bring up a browser page. To print this page, use the Browser’s Print option. The print options will vary by browser.

Click on the Browser Back button to return to the Course List form or click on the [Return to Course List].
The proposed grade change and date it was submitted will appear on the page.

### Grade Change Request

**CRJS 3201 01 (id:143448) Research Methods and Statistics for Criminal Justice**
**For Fall Semester 2014**

<table>
<thead>
<tr>
<th>Tech Id</th>
<th>Student Name</th>
<th>Seq Number</th>
<th>Current Grade</th>
<th>Last Changed</th>
<th>Submitted Grade</th>
<th>Last Submitted</th>
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</table>

An automated email message will be sent to the Office of the Registrar. An example is listed below.

```
To: Dorothy Wagner
Subject: Faculty Grade Change

A grade change has been submitted by a faculty member. Please run the Grade Change report for details. This grade change is not official until someone manually submits the grade change to ISRS.
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**NOTE:** Each institution will have their own process to contact the faculty when the grade has been change. **MSU policy:** Instructor can check the status of grade change through the electronic system. No e-mail notification will be sent.