

Instructor Initiated eGrade Change Request

Overview

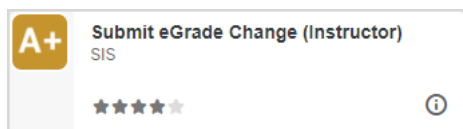
This process will allow an instructor (other than a grade proxy or enrollment assistant) to electronically change a grade. The eGrade Change document is routed electronically to the approvers. Campus participation varies so check with the Registrar's Office on your campus if you have questions about 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:
 - 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.
 - The campus veteran's affairs office if the student was identified as a veteran with a student group.

Steps

Instructor Initiated eGrade Change Request

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.



Instructor Initiated eGrade Change Request

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.

Instructor Name

Faculty Center Search for Classes

Spring 2019 | South Bend [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Spring 2019 > South Bend

Class Roster	Grade Roster	Roster Status	eGrade Change	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Grade Roster	Posted	eGrade Change	PSY-P 335 (15920)	COGNITIVE PSYCHOLOGY (Lecture)	36	TuTh 10:00AM - 11:15AM	Education & Arts (EA)	1013	Jan 7, 2019-May 2, 2019
Class Roster	Grade Roster	Posted	eGrade Change	PSY-P 354 (16268)	STATISTICAL ANAL IN PSYCHOLOGY (Lecture)	26	Tu 11:30AM - 12:45PM	Wiekamp Hall (DW)	1235	Jan 7, 2019-May 2, 2019
							Th 11:30AM - 12:45PM	Wiekamp Hall (DW)	1205	Jan 7, 2019-May 2, 2019
Class Roster	Grade Roster	Posted	eGrade Change	PSY-P 471 (16367)	LAB IN DEVELOPMTL & 17 SOCIAL PSY (Lecture)		TuTh 2:30PM - 3:45PM	Wiekamp Hall (DW)	2105	Jan 7, 2019-May 2, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

[Go to top](#)

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.

Instructor Initiated eGrade Change Request

Faculty Center

eGrade Change

PSY-P 354 STATISTICAL ANAL IN PSYCHOLOGY

Lecture (16268)

Spring 2019 | Regular Academic Session | South Bend

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 11:30AM - 12:45PM	Wiekamp Hall (DW) 1235	[REDACTED]	01/07/2019 - 05/02/2019
Th 11:30AM - 12:45PM	Wiekamp Hall (DW) 1205	[REDACTED]	01/07/2019 - 05/02/2019

If the student is eligible for a grade change in this application, the name will display as a link. In all other cases, contact the Registrar's Office.

Student Grades						
Name	ID	Grade	Grading Basis	Grading Basis Description	Units	
1 A [REDACTED]	200	A+	GR1	Graded	3.00	
2 B [REDACTED]	200	F	GR1	Graded	3.00	
3 B [REDACTED]	200	C	GR1	Graded	3.00	
4 B [REDACTED]	200	A+	GR1	Graded	3.00	
5 C [REDACTED]	000	A+	GR1	Graded	3.00	
6 D [REDACTED]	200	D	GR1	Graded	3.00	
7 E [REDACTED]	000	A+	GR1	Graded	3.00	
8 F [REDACTED]	200	C	GR1	Graded	3.00	
9 G [REDACTED]	000	A+	GR1	Graded	3.00	
10 Student, Name	200	F	GR1	Graded	3.00	
11 H [REDACTED]	000	A+	GR1	Graded	3.00	
12 H [REDACTED]	200	A	GR1	Graded	3.00	
13 H [REDACTED]	200	A	GR1	Graded	3.00	

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).

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Faculty Center

eGrade Change

ENG-L 646 **RDGS IN MEDIA, LIT, AND CLTR**

Readings (29061)

Spring 2019 | Regular Academic Session | East

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Online Class (OL) ONLINE	J. [REDACTED]	01/07/2019 - 04/29/2019

If the student is eligible for a grade change in this application, the name will display as a link. In all other cases, contact the Registrar's Office.

Student Grades Personalize | Find | 12 | First 1-13 of 13 Last

	Institution	Name	ID	Grade	Grading Basis	Grading Basis Description	Units
1	IUEAA	A. [REDACTED]	20	A+	GR1	Graded	4.00
2	IUEAA	A. [REDACTED]	00	B	GR1	Graded	4.00
3	IUKOA	C. [REDACTED]	00	B	GR1	Graded	4.00
4	IUEAA	C. [REDACTED]	00	A-	GR1	Graded	4.00
5	IUEAA	J. [REDACTED]	00	A+	GR1	Graded	4.00
6	IUEAA	M. [REDACTED]	00	A	GR1	Graded	4.00
7	IUEAA	M. [REDACTED]	00	A+	GR1	Graded	4.00
8	IUKOA	P. [REDACTED]	20	A	GR1	Graded	4.00
9	IUBLA	R. [REDACTED]	00	A	GR1	Graded	4.00
10	IUBLA	S. [REDACTED]	20	B	GR1	Graded	4.00
11	IUKOA	T. [REDACTED]	00	F	GR1	Graded	4.00
12	IUKOA	V. [REDACTED]	00	D-	GR1	Graded	4.00
13	IUEAA	Z. [REDACTED]	20	B+	GR1	Graded	4.00

5. Select the correct student from the list.

eGrade Change Detail

Faculty Center

eGrade Change Initiation

PSY-P 471 **LAB IN DEVELOPMTL & SOCIAL PSY**

Lecture (16367)

Spring 2019 | Regular Academic Session | South Bend

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:30PM - 3:45PM	Wiekamp Hall (DW) 2105	J. [REDACTED]	01/07/2019 - 05/02/2019

Current Academic Record

Name	ID	Units	Grading Basis	Current Grade
Student, Ima	0000001111	3.00	GR1	C-

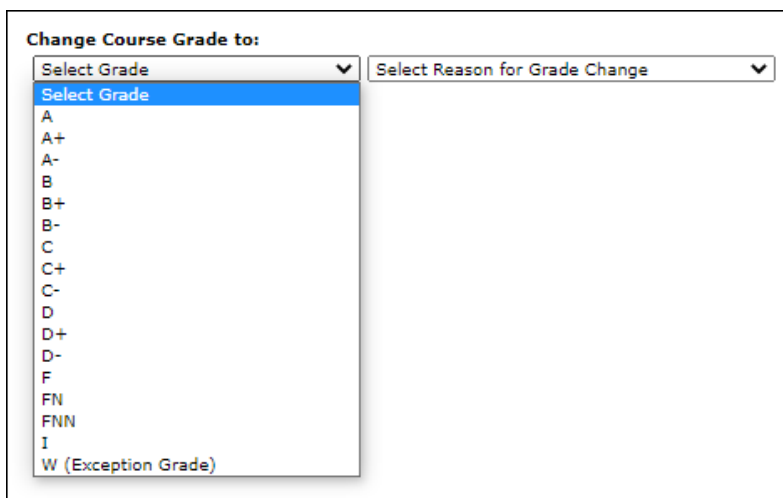
Change Course Grade to:

Select Grade Select Reason for Grade Change

Submit Cancel

Instructor Initiated eGrade Change Request

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.



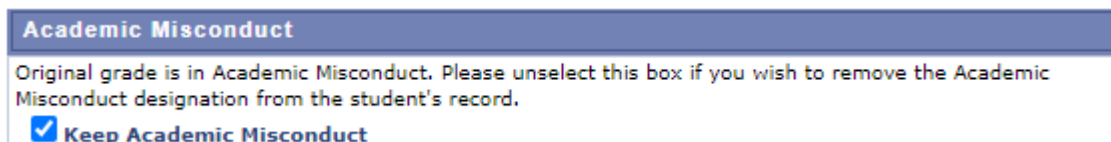
Change Course Grade to:

Select Grade ▼ Select Reason for Grade Change ▼

Select Grade

- A
- A+
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- D+
- D-
- F
- FN
- FNN
- I
- W (Exception Grade)

- 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

Original grade is in Academic Misconduct. Please unselect this box if you wish to remove the Academic Misconduct designation from the student's record.

Keep Academic Misconduct

7. Select a reason for the grade change from the **Select Reason for Grade Change** drop down menu. This is a required field.

Instructor Initiated eGrade Change Request

eGrade Change Detail

Faculty Center

eGrade Change Initiation

PSY-P 471 LAB IN DEVELOPMTL & SOCIAL PSY

Lecture (16367)

Spring 2019 | Regular Academic Session | South Bend

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:30PM - 3:45PM	Wiekamp Hall (DW) 2105		01/07/2019 - 05/02/2019

Current Academic Record

Name	ID	Units	Grading Basis	Current Grade
Student, Ima	0000001111	3.00	GR1	C-

Change Course Grade to:

C Miscalculation of Grade

You are requesting a grade change from C- to C for the reason of *Miscalculation of Grade*

Rationale for grade change (required and viewable by student & approvers):

Add rationale here

I have reviewed the grade change request and wish to proceed.

Please acknowledge that you have read the policies governing grade change requests.

The South Bend policies regarding Grade Changes are available [here](#), under the Grade Grievance Policy heading. Please contact the Office of the Registrar if you have questions prior to submitting a grade change.

I acknowledge the policies governing grade change requests.

Submit Cancel

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.

Instructor Initiated eGrade Change Request

eGrade Change Detail

Faculty Center

eGrade Change Initiation

PSY-P 471 LAB IN DEVELOPMTL & SOCIAL PSY

Lecture (16367)

Spring 2019 | Regular Academic Session | South Bend

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:30PM - 3:45PM	Wiekamp Hall (DW) 2105		01/07/2019 - 05/02/2019

Current Academic Record

Name	ID	Units	Grading Basis	Current Grade	Last Date Attended
Student, Ima	0000001111	3.00	GR1	FN	04/11/2019

Change Course Grade to:

FN

You are requesting a grade change from FN to FN for the reason of FN to FN:
Date Change Only

Enter date student last attended class (mm/dd/yyyy): (required with grade of FN)

Rationale for grade change (required and viewable by student & approvers):

I have reviewed the grade change request and wish to proceed.

Please acknowledge that you have read the policies governing grade change requests.

The South Bend policies regarding Grade Changes are available [here](#), under the Grade Grievance Policy heading. Please contact the Office of the Registrar if you have questions prior to submitting a grade change.

I acknowledge the policies governing grade change requests.

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.


Instructor Initiated eGrade Change Request

eGrade Change Confirmation

Instructor Initiated eGrade Change Confirmation

Created 10/24/2019 02:13:12 PM
Initiator [Redacted]

Request to change grade on the following course was submitted:

Document ID 12346366 
Instructor [Redacted]
Term Spring 2019
Session Regular Academic Session
Institution South Bend

Student [Redacted]
Student Id 000[Redacted]

Course PSY-P 471 - LAB IN DEVELOPMTL & SOCIAL PSY
Class Nbr 16367
Units 3.00
Old Grade C-
New Grade C
Reason Miscalculation of Grade
Rationale Add rationale here


[Return](#) [Cancel Document](#) [Add Comment](#)


Comments


Approval Status Monitor


eGrade Change: Pending

Grade to Grade

Pending  [Multiple Approvers](#)
Pre-Registrar
SIS.SB.PREREGR

→ **Not Routed**  [Kathy L](#)
Course Authority


→ **Not Routed**  [Multiple Approvers](#)
Course Dean Authority

→ **Not Routed**  [Multiple Approvers](#)
Registrar 1

Process Status Monitor

eGrade Change: Awaiting Further Approvals

Auto Update

Not Routed  [Multiple Approvers](#)
Superuser - error only

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.

Instructor Initiated eGrade Change Request

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.

eGrade Change Confirmation

Instructor Initiated eGrade Change Confirmation

Created 11/07/2019 10:28:19 AM
Initiator I [redacted]

Request to change grade on the following course was submitted:

Document ID 12346424
Instructor [redacted]
Term Spring 2019
Session Regular Academic Session
Institution South Bend

Student Pepper, Bella
Student Id 2000020000

Course ENG-W 600 - TPCS IN RHETORIC & COMPOSITION
Class Nbr 33053
Units 4.00
Old Grade A-
New Grade B
Reason Other
Rationale Example of online enrollment at a different campus

Note: This is an online class. The institution and class number shown above are for the class the instructor taught. The student was enrolled at East in class number 34392.

[Return](#) [Cancel Document](#) [Add Comment](#)

Comments

Approval Status Monitor

eGrade Change: Pending

Grade to Grade

```
graph LR; A["Pending  
Multiple Approvers  
Pre-Registrar  
SIS.SB.PREREGR"] --> B["Not Routed  
Multiple Approvers  
Course Authority"]; B --> C["Not Routed  
Multiple Approvers  
Course Dean Authority"]; C --> D["Not Routed  
Multiple Approvers  
Registrar 1"];
```

Process Status Monitor

eGrade Change: Awaiting Further Approvals

Auto Update

```
graph TD; E["Not Routed  
Multiple Approvers  
Superuser - error only"];
```

Instructor Initiated eGrade Change Request

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.

Faculty Center

eGrade Change

PSY-P 471 LAB IN DEVELOPMTL & SOCIAL PSY

Lecture (16367)

Spring 2019 | Regular Academic Session | South Bend

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:30PM - 3:45PM	Wiekamp Hall (DW) 2105		01/07/2019 - 05/02/2019

If the student is eligible for a grade change in this application, the name will display as a link. In all other cases, contact the Registrar's Office.

Student Grades Personalize | Find | First 1-17 of 17 Last

	Name	ID	Grade	Grading Basis	Grading Basis Description	Status	Units
1		000	FN	GR1	Graded		3.00
2	Student, Name	000	C-	GR1	Graded	Pending	3.00
3		000	B+	GR1	Graded		3.00
4		000	A	GR1	Graded		3.00
5		200	B+	GR1	Graded		3.00
6		000	I	GR1	Graded		3.00
7		200	A+	GR1	Graded		3.00
8		000	A+	GR1	Graded		3.00
9		000	A+	GR1	Graded		3.00
10		000	A+	GR1	Graded		3.00
11		000	A+	GR1	Graded		3.00
12		000	A+	GR1	Graded		3.00
13		000	A+	GR1	Graded		3.00
14		000	A-	GR1	Graded		3.00
15		000	A+	GR1	Graded		3.00
16		000	A+	GR1	Graded		3.00
17		200	A+	GR1	Graded		3.00

[Return](#)

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.