Policy Details

Policy Statement

Electronic grade changes may be completed by the instructor of record or by the Chair of the Department or the Dean of the Academic Unit via the online student information system. The deadline to initiate an electronic grade change must occur within one calendar year after a term has ended. The following term ending dates are applicable to all calendar year semester grade changes:

- May 31 for the previous Spring Semester
- July 31 for the previous Summer Semester
- December 31 for the previous Fall Semester

Electronic grade changes may not be submitted for the following types of changes. These require the use of a hard copy Grade or Course Change form for Past Terms.

- Changing the credits associated with a course
- Changing the grading basis associated with a course
- Student has graduated
- Retroactively adding, deleting, or swapping a course

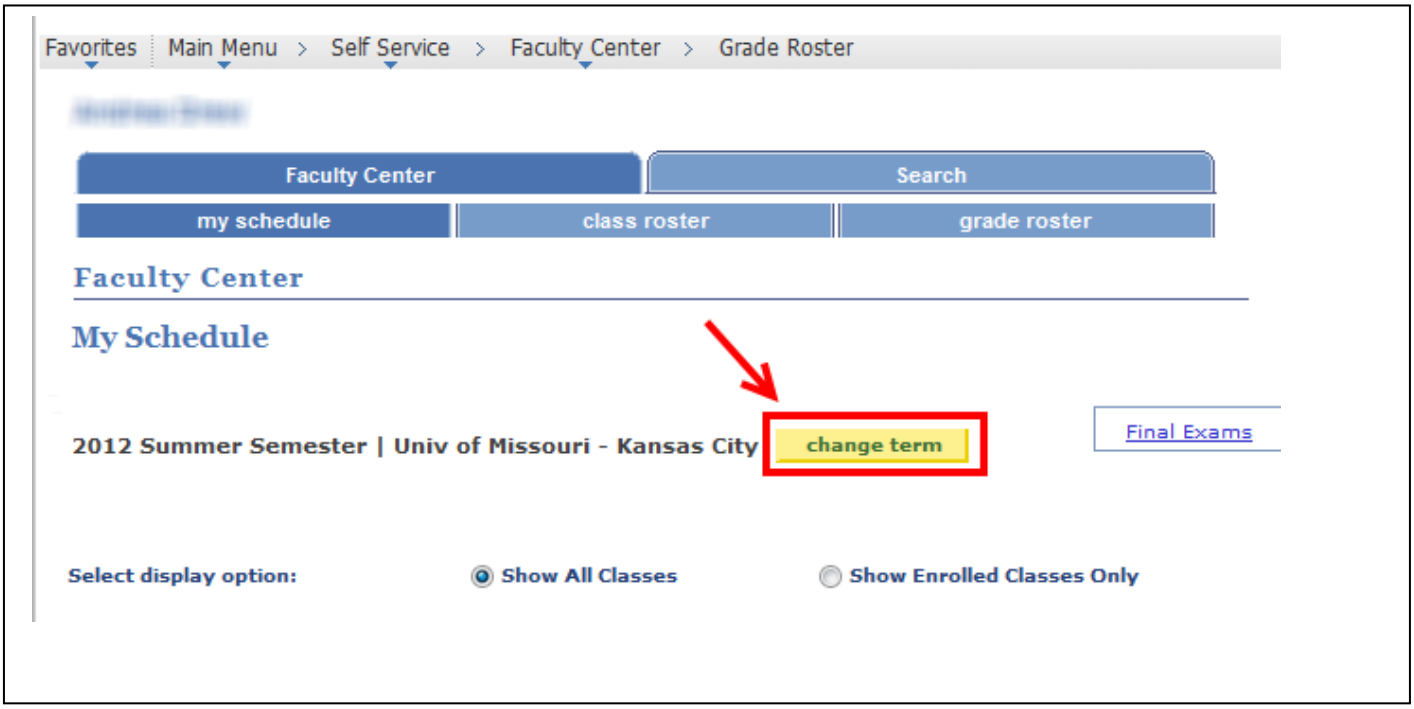
Electronic grade change reports will be available to run on demand by each Academic Unit to notify Deans and Department Chairs when grades have been changed on a student's record. The Registrar will send a grade change report at the end of every semester to capture all grade changes that have been submitted online.

Grade changes requested after one year will require a written appeal by the instructor and a signature from the Dean. The Registrar will review the grade change request and work with the Provost's office to determine the acceptance of the instructor grade appeal.

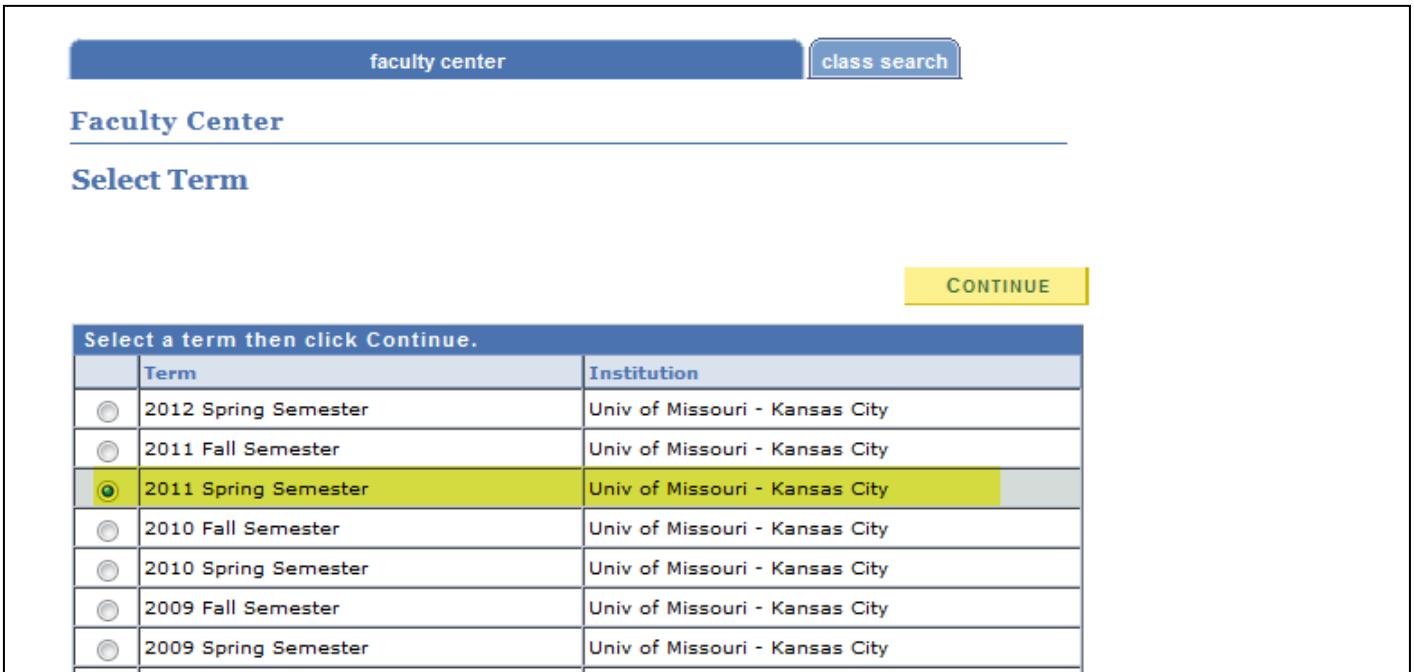
Processing Online Grade Changes

How submit Grade Changes Electronically

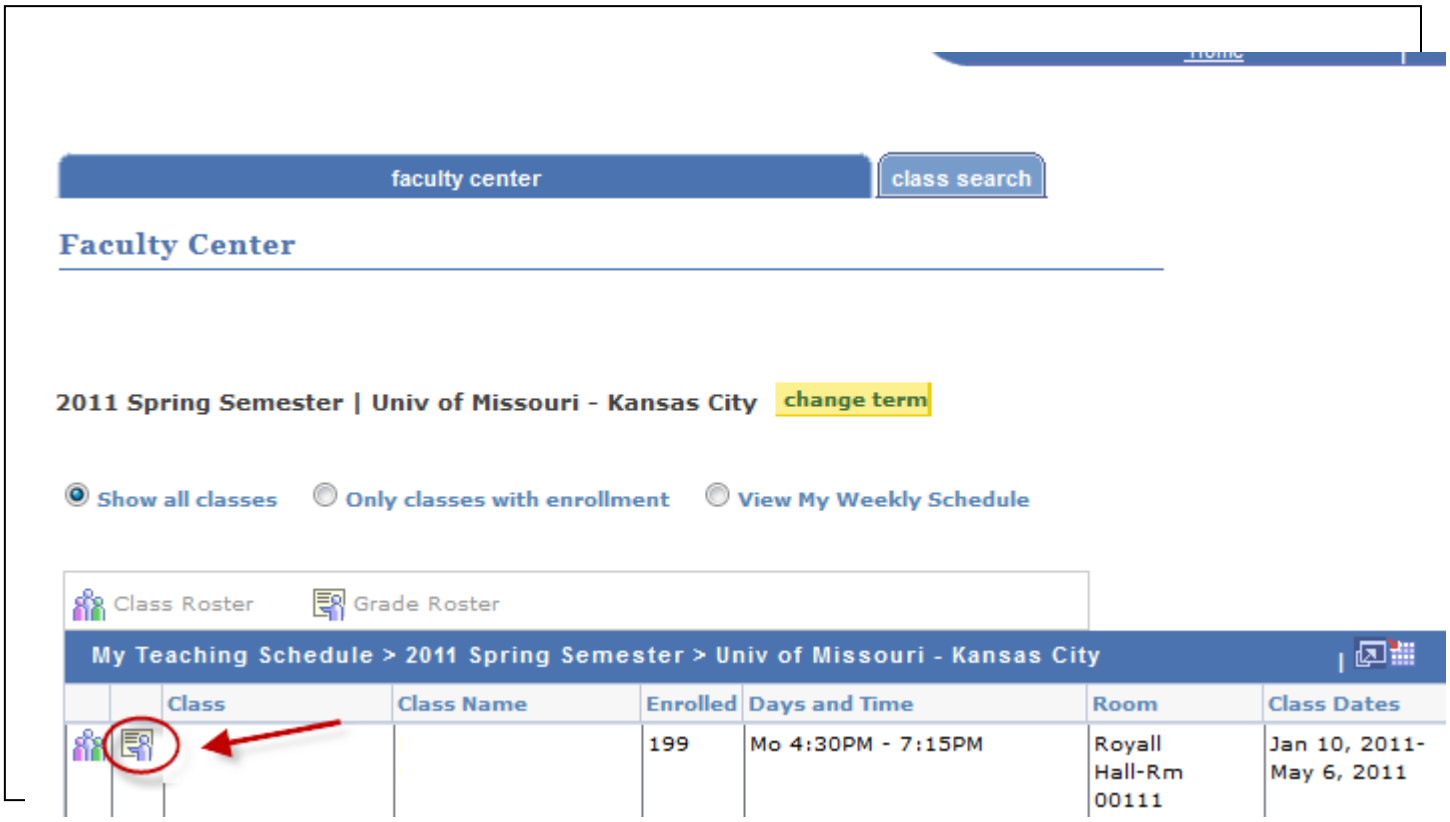
1. Log on to Pathway
2. Click on the Self-Service link
3. Click on the "Faculty Center" link
4. Click on the "My Schedule" link
5. Select the term for which you want to change the grade by selecting the "**change term**" button



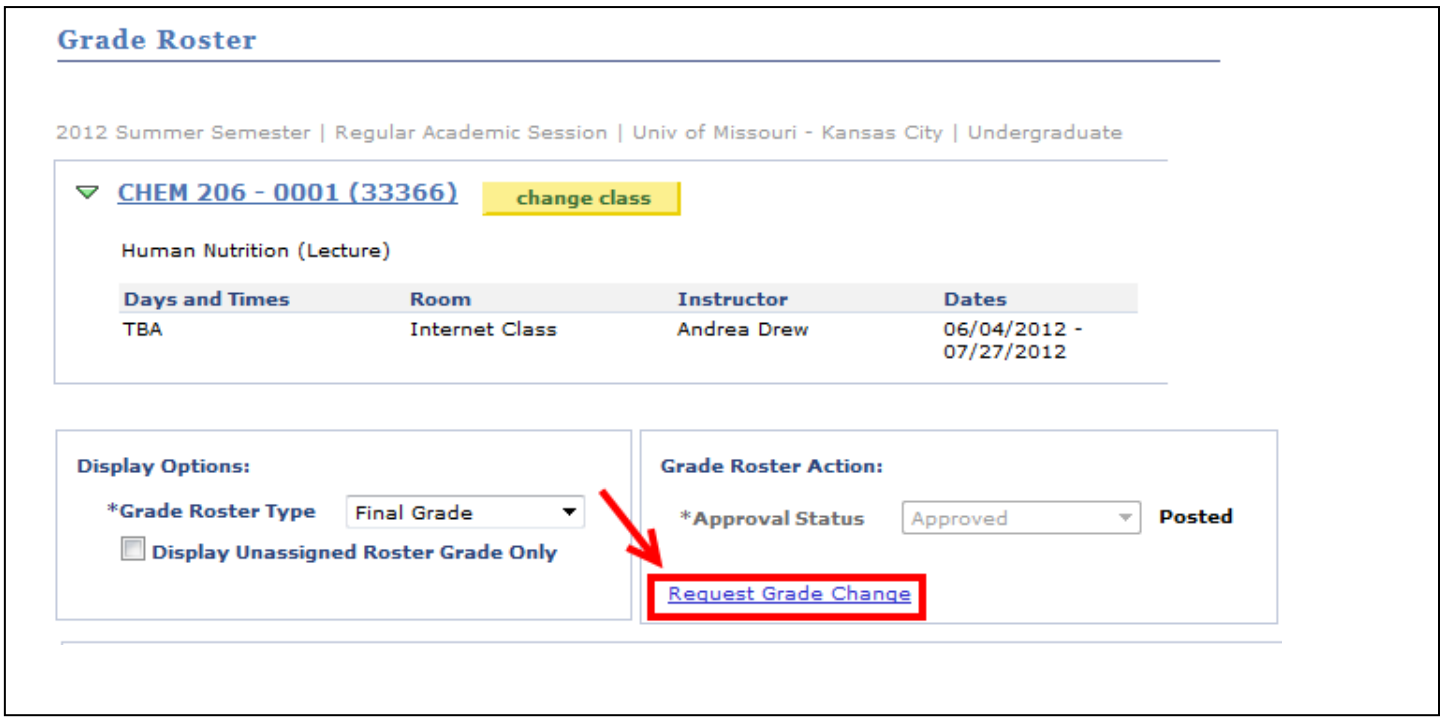
6. Select the term and then click on continue



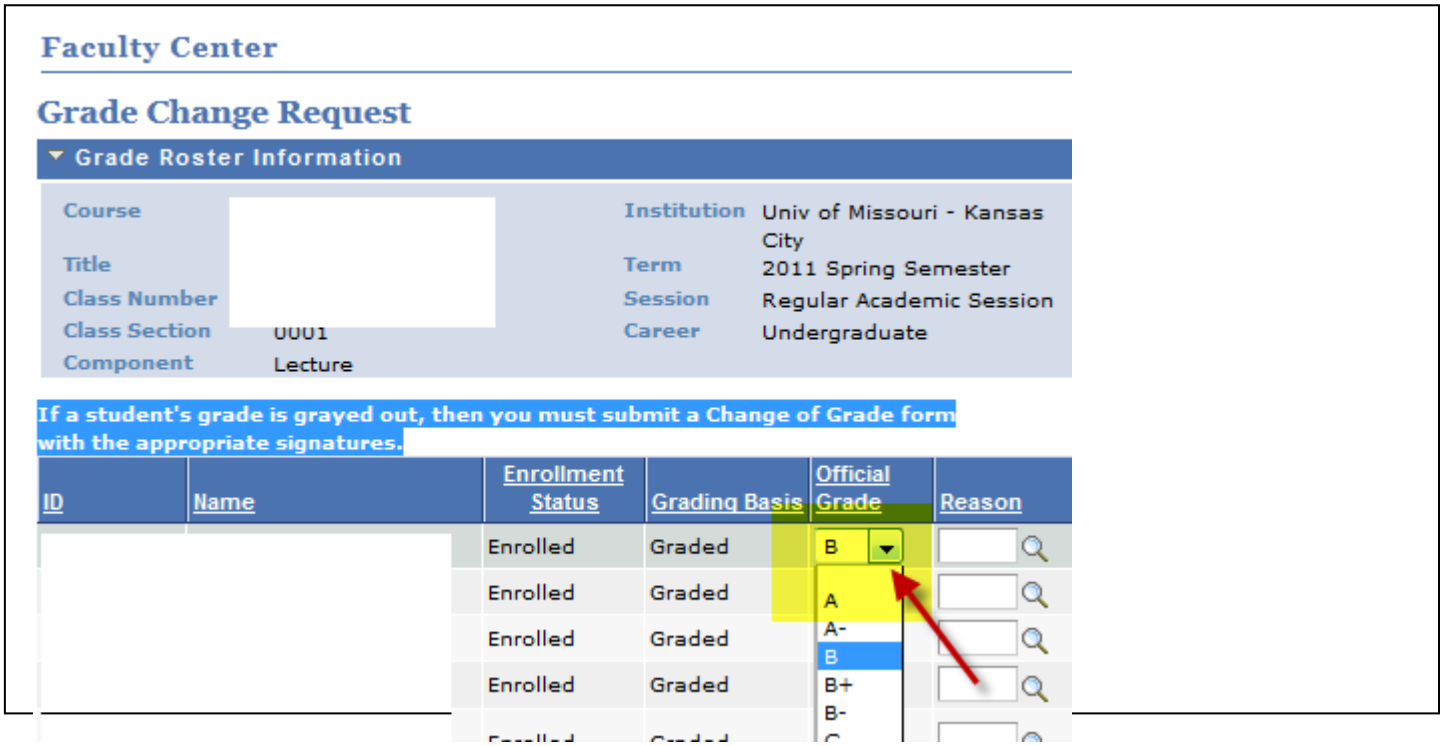
7. After you select continue – select the grade roster for the class you want to make a grade change



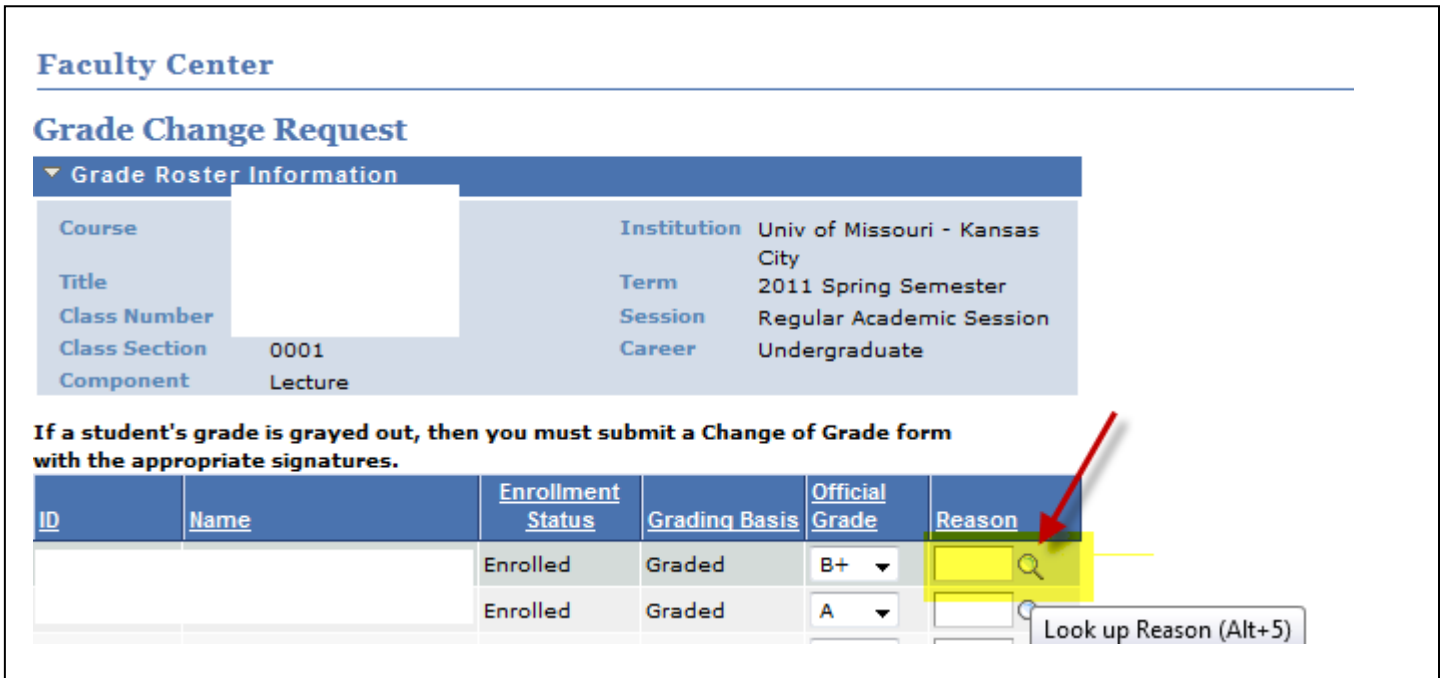
8. After selecting the grade roster icon you will be taken to the grade roster for the past term you selected. From there you will need to select the "**Request Grade Change**" button



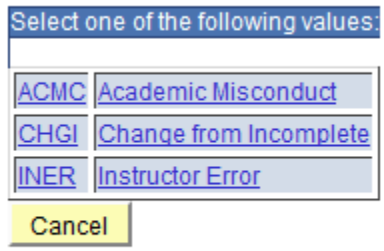
9. Once you have selected the "Request Grade Change" button you will be taken to a page that has the Official Grade and which now allows you to change the grade. **Please note: If a student's grade is grayed out, then you must submit a paper Change of Grade form with the appropriate signatures and documentation.**



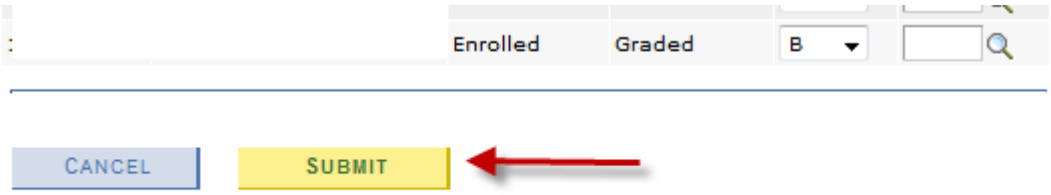
10. Instructors who submit grade changes will need to enter a "Reason" for the grade change by selecting the hour glass next to the grade that is being changed. The Reason options appear below.



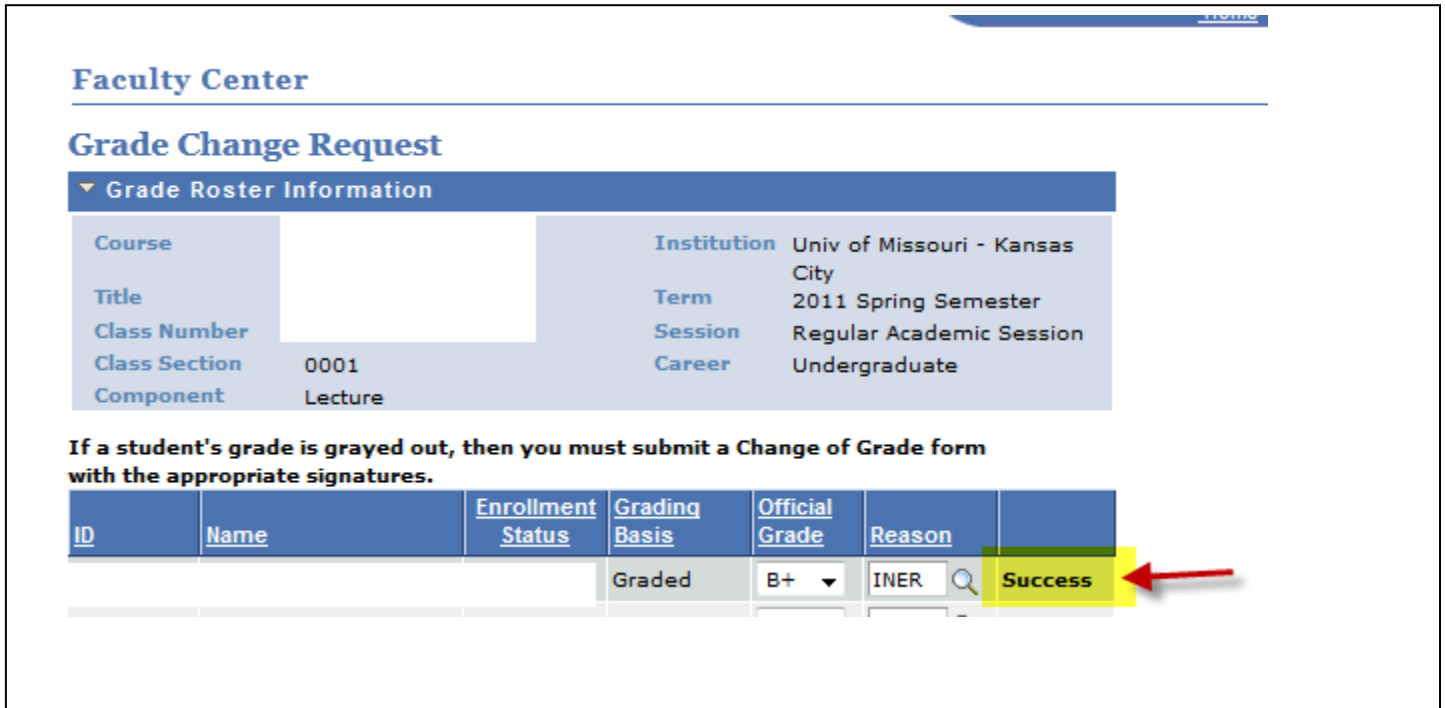
11. The reason codes are listed below and were approved as a part of the electronic grade change policy:



12. Once you have selected a Reason code – scroll to the bottom of the grade change roster and select "Submit."



13. Once you select submit you can scroll back and you will see "success" next to the grade change reason.



Should you encounter an "Error" please click on the hyper link and then contact the Registration & Records office for assistance

Please note: All electronic grade changes will be reported back to the academic unit who owns the course with the name of the instructor who changed the course, the date and time the grade was changed and the reason for the grade change.