

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 in Pathway. 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.

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

Navigation: Favorites | Main Menu > Self Service > Faculty Center > Grade Roster

Faculty Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

2012 Summer Semester | Univ of Missouri - Kansas City **change term** [Final Exams](#)

Select display option: Show All Classes Show Enrolled Classes Only

6. Select the term and then click on continue

faculty center | class search

Faculty Center

Select Term

CONTINUE

Select a term then click Continue.

	Term	Institution
<input type="radio"/>	2012 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2011 Fall Semester	Univ of Missouri - Kansas City
<input checked="" type="radio"/>	2011 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2010 Fall Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2010 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2009 Fall Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2009 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2008 Fall Semester	Univ of Missouri - Kansas City

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

faculty center class search


Faculty Center

2011 Spring Semester | Univ of Missouri - Kansas City change term

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster
 Grade Roster

My Teaching Schedule > 2011 Spring Semester > Univ of Missouri - Kansas City

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
		199	Mo 4:30PM - 7:15PM	Royall Hall-Rm 00111	Jan 10, 2011- May 6, 2011

- 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

Grade Roster

2012 Summer Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

▼ [CHEM 206 - 0001 \(33366\)](#) change class

Human Nutrition (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Internet Class	Andrea Drew	06/04/2012 - 07/27/2012

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved Posted

[Request Grade Change](#)

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.

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.

ACMC	Academic Misconduct
CHGI	Change from Incomplete
CMRM	Completed Remediation
INER	Instructor Error

2019 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

HISTORY 406 - 0001 (44840)

▼ Campus Off-Campus
Modern Latin America (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Internet Class		08/19/2019 - 12/13/2019

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	Last date of acad activity
1		Enrolled	Graded	F		09/30/2019
2		Enrolled	Graded	F		
3		Enrolled	Graded	NR		11/25/2019
4		Enrolled	Graded	C		

11. Last Date of Acad Activity:

- i. The University is required to document the last date of academic activity for students receiving federal Financial Aid or Pell and do not earn a passing grade.
 1. Failing grades include: F, WF, NC, NR
 2. Enter a date between that is in the range of the date of one day before the class start date and current date.

Student Grade									
ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	Last Date of Acad Activity		
<input type="checkbox"/> 1	[blurred]	F		GRD	Languages and Literatures BA	Junior	[calendar icon]		
<input type="checkbox"/> 2	[blurred]	NR		GRD	Environmental Studies BA	Junior	[calendar icon]		
<input type="checkbox"/> 3	[blurred]	A		GRD	Liberal Arts BLA	Junior			
<input type="checkbox"/> 4	[blurred]	B		GRD	History BA	Junior			
<input type="checkbox"/> 5	[blurred]	D-		GRD	History Minor/Liberal Arts BLA	Senior			

- ii. Defining Academic Activity:
 1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
 2. Submitting an academic assignment
 3. Taking an exam, an interactive tutorial, or computer-assisted instruction
 4. Participating in an online discussion about academic matters
 5. Initiating contact with a faculty member to ask a question about the academic subject studied in the course
 6. Attending a study group that is assigned by the instructor
 7. **Note:** logging into a course does not constitute an “academically-related activity”
- iii. If you are using Canvas what is the Last Date of Acad Activity that will be automatically pulled into the Pathway grade roster? Some examples include:
 1. Announcements: posts a new comment to an announcement
 2. Assignments: submits an assignment
 3. Collaborations: loads a collaboration to view/edit a document
 4. Conferences: joins a web conference
 5. Discussions: posts a new comment to a discussion
 6. Quizzes: submits a quiz
 7. Quizzes: starts taking a quiz

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.

Faculty Center

Grade Change Request

Grade Roster Information

Course		Institution	Univ of Missouri - Kansas City
Title		Term	2011 Spring Semester
Class Number		Session	Regular Academic Session
Class Section	0001	Career	Undergraduate
Component	Lecture		

If a student's grade is grayed out, then you must submit a Change of Grade form with the appropriate signatures.

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	
			Graded	B+ ▼	INER	Success

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.