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

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.

**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.

<table>
<thead>
<tr>
<th>ACMC</th>
<th>Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHGI</td>
<td>Change from Incomplete</td>
</tr>
<tr>
<td>CMRM</td>
<td>Completed Remediation</td>
</tr>
<tr>
<td>INER</td>
<td>Instructor Error</td>
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</table>

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**HISTORY 406 - 0001 (44840)**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Off-Campus</th>
</tr>
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<tbody>
<tr>
<td>Modern Latin America (Lecture)</td>
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</table>

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
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<tbody>
<tr>
<td>TBA</td>
<td>Internet Class</td>
<td>[Name]</td>
<td>08/19/2019 - 12/13/2019</td>
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<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th>Official Grade</th>
<th>Reason</th>
<th>Last Date of Acad Activity</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>4</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>C</td>
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</tbody>
</table>

11. Last Date of Acad Activity:
   a. 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.
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.

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.