

# **Grade Change Request**

Submitting and Cancelling a Grade Change Request

This document has two sections. The first section of the document outlines the steps to submit a grade change request; the second section outlines the steps to cancel a grade change request.

#### Submitting a Grade Change Request

Follow this process to change a grade after the grade roster has been approved and posted.

1. Access the Request Grade Change page

Sign into your PeopleSoft account using your secure credentials and follow the pathway below to the Request Grade Change page: *Curriculum Management > Grading > Request Grade Change* 

2. Search the course to access the approved grade roster

The search criteria fields help you find the class for which you need to submit a grade change request. While none of the criteria is mandatory, it is recommended to enter the term information (1) and/or the subject (2) at the minimum before clicking "**Search**" (3) in order to narrow the search results

U U	ue				
Search Criteria					
Academic Institution be	eains with	$\sim$		0	
Term be	egins with	~	2207		
Class Nbr =	$\sim$				
Session =	$\sim$				$\sim$
Academic Career =	~				$\sim$
Subject Area be	egins with	$\sim$	ECON	Q (2)	
Catalog Nbr be	egins with	$\sim$			
Class Section be	egins with	$\sim$			

Example: Search using term = "2207" and subject area = "ECON" will show the following result:

Subject Area Catalog Nb	r beg	ins with			Sele	ct the cla	SS
Search Cl	ear	Basic S	Search 🖾 Sav	e Search Crit	for wan subi <sup>eria</sup> grac requ	which you t to mit/cance le change lest	la S
View All					First	🜒 1-41 of 41	Last
Academic Institution	Term	Session	Academic Career	Subje Area	Catalog Nbr	Class Section	Class Nbr
UCALG	2207	Regular	Undergrad	ECON	201	01	70323
UCALG	2207	Regular	Undergrad	ECON	201	02	70324
UCALG	2207	Regular	Undergrad	ECON	201	03	70325
UCALG	2207	Regular	Undergrad	ECON	201	04	70326
UCALG	2207	Regular	Undergrad	ECON	203	01	70328
UCALG	2207	Regular	Undergrad	ECON	209	01	70330
UCALC	2007	Remular	Underrad	FCON	201	01	20302

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#### **Important Note**

In order for the class section to appear in the search result, the following conditions must be met:

- The grade roster for that class section must be approved posted. If a grade roster has not been approved in PeopleSoft, a grade change request cannot be made.
- The staff member has the "grade approver" access to the class section. This access is granted through the PeopleSoft Access Request (PSAR) and provisioned by the Exams and Grades team. The access is set up in the Setup Approvers Administrators configuration, based on the Academic Organization / Subject combination associated with their Empl ID as of the current date.

#### Selecting a class section will open the grade change request page.

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Gra	de Change Request	Details										
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Acado	Term 0007	University o	f Calgary									
	2207	Fall 2020	0.40									
	Class NDr 70011 Cour	Se MAIH	249 Leo	ture	03					co those links to	move through the lic	t or lice
Instruct	Personalize   Find	View All	📑 First 🕚	1-3 of 3	30 🕟 Las	t			ti	he "Find" feature	move through the is	t or use
Empl I	Name		Instructor Role	Grade Access	Roster				-			
1			Administrator	Grade			Submit	Grade Change Reque	sts			
2			Administrator	Approv	ve and Pos	t						
3			Administrator	Grade							· · · · ·	
Student	Details			01	0				Personali	ze   Find   View 100   🕗	First 🕢 1-50 of 2	24 💽 Las
D	Name	Enrolment Status	Grading Basis	Grade Roster Grade	Official Grade	*New Grade	*Grade Change Reason	Grade Change Status	Status Date	Admin Comment	Link	Cancel Request
		Enrolled	GRD		W							
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		Enrolled	GRD	A	A	~	<u> </u>	-				
		Enrolled	GRD	A+	A+	A-	Entry Error	Pending			Grade Change History	Cancel
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#### On this page:

- a. By default, the screen will display 50 students records. Use the links shown in the screenshot (B) to view 100 records, to move through the list, or use the "Find" option to find a specific student.
- b. You can view current grade change requests for this course, as well as previous grade changes that were submitted through this page, if any. You cannot submit a grade change request for a student with an existing request that has a "Pending" or "On Hold" status (C).
- c. Please do not submit a grade change request for students with an academic symbol (e.g. "W", "EW", "AU" etc.) rather than a letter grade (D).
- d. By clicking the "Grade Change History" link (E), you can view the details of any approved or in-progress grade change requests



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- 3. Create a grade change request
  - a. Specify the New Grade (Mandatory field, A)
  - b. Specify the **Grade Change Reason** by making the appropriate selection from the drop down list (Mandatory field, B). Choose the most appropriate Grade Change Reason from the following list:
    - I. <u>**Deferred**</u>: Grade change is required because the student had a deferred final exam or deferral of term work.
    - II. <u>Entry Error</u>: Grade change is required because of a mistake in the posted roster grade, such as a grade calculation error.
  - III. <u>Late Grade Submission</u>: Grade change is required because the grade was received too late to post with the original roster.
  - IV. <u>Reappraisal of final grade</u>: Grade change is required as the result of a reappraisal of final grade.
  - V. <u>Other</u>: Grade change is required for any reason that does not fit within the above categories.
  - c. Add any **Admin Comment** (Optional field, C) There is a 30-character limit to the comment box.
    - Repeat steps **a**, **b** & **c** for the next student if you are submitting the grade change request for multiple students in a class.
  - d. Click the Submit Grade Change Request button (D).

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lequest	Grade Change											
Gra	ade Change Requ	est Details										
Acad	demic Institution UCALG	University of	f Calgary									
	Term 2207	Fall 2020										
	Class Nbr 70011 C		240	ture	02							
		ouise MATH	249 Leo	luie	03							
Instruc	tors Personalize   Fi	nd   View All   🔁	📑 First 🕢	1-3 of 30	🕑 Last							
Empl	ID Name		Instructor Role	Grade Ro Access	oster		D					
1			Administrator	Grade			Submit Gra	ide Chai	nge Requests			
2			Administrator	Approve	and Post							
3			Administrator	Grade								
Studen	t Details								Pe	ersonalize	Find   View 100   🔄	
D	Name	Enrolment Status	Grading Basis	Grade Roster Grade	Current Official Grade	*New Grade	*Grade Change Reason	Grade	Change Status	Status Date	Admin Comment	
		Enrolled	GRD	F	F	D+ ~	~	1			C	
		Enrolled	GRD	C-	C-	A~						
		Enrolled	GRD	A	A	~	Deferred B					
		Enrolled	GRD	A-	A-	~	Entry Error					
		Enrolled	GRD	A-	A-	~						
			0.00		W		Late Grade Submiss	ion				
		Enrolled	GRD				0#					
		Enrolled	GRD	C+	C+	~	Other					
		Enrolled Enrolled Enrolled	GRD GRD	C+	C+ W	~	Re-appraisal of Fina	Grade				



# 4. To confirm a grade change has been submitted

Once the **"Submit Grade Change Requests**" button is clicked, the **"Grade Change Status**" will change to **"Pending**".

Enrolment Status	Grading Basis	Grade Roster Grade	Current Official Grade	*New Grade	*Grade Change Reason	Grade Change Status	Status Date	Admin Comment	Link
Enrolled	GRD	F	F	D+	Entry Error	Pending			Grade Change History

#### 5. To confirm the status of a grade change request

The submitted request(s) will be reviewed by members of the Exams and Grades team in the Registrar's office. Once reviewed and approved, the grade change status will change to **Posted**. At this time, the grade is updated on the student record, including official and unofficial transcripts.

The **On Hold** status signifies that the request is under review. The Exams and Grades team may contact the department or faculty for more information about the request.

Grade changes that cannot be processed upon review may be changed to **Denied**.

Students will automatically be notified when their grade change request is approved and posted. PeopleSoft will generate an email overnight after the change. The student must have a valid email address on record in order to receive the notification.

# END OF PROCEDURE



# **Grade Change Request**

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#### **Cancelling a Grade Change Request**

Staff members have the ability to cancel a Grade Change Request that has the following status:

- Pending
- On Hold

Staff members will **NOT** have the ability to cancel a **Grade Change Request** that has the following status:

- Posted
- Denied

**Request Grade Change** 

To cancel a grade change request, follow these steps:

- 1. Sign into your PeopleSoft account using your secure credentials and follow the pathway below: *Curriculum Management > Grading > Request Grade Change*
- Input search criteria to locate the class for which you need to cancel a grade change request. While none of the criteria is mandatory, it is recommended to enter the term information (1) and/or the subject (2) at the minimum before clicking "Search" (3) in order to narrow the search results

Enter any information	you have and o	click Search. Leave fields bl	ank for a list of all values
Search Criteria	1		
Academic Institution	begins with $\sim$	UCALG	
Term	begins with $\checkmark$	2207	۹ 🚹
Class Nbr	= ~		
Session	= ~		$\sim$
Academic Career	= ~		$\sim$
Subject Area	begins with $\checkmark$	ECON	]Q2
Catalog Nbr	begins with $\checkmark$		
Class Section	begins with $\checkmark$		]
3 Search Cle	ar Basic Sea	arch 💆 Save Search Crit	eria

3. Select the class for which you want to cancel a grade change request.

Subject Area	a bey	ins With	ECON		<u> </u>		
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Academic Institution	Term	Session	Academic Career	Subjer Area	Catalog Nbr	Class Section	Class Nbr
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UCALG	2207	Regular	Undergrad	ECON	203	01	70328
UCALG	2207	Regular	Undergrad	ECON	209	01	70330
UCALC	2007	Remulan	Updeperad	FCON	201	01	70302



4. Locate the grade change request that you wish to cancel then click "Cancel".

Favorites 🔻	Main Men	iu 🔻 💦 Cur	riculum Managen	nent 🔻 > 🛛 Gradin	g ▼ >	Request Gr	ade Cha	ange					🟫 Home
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Acader	nic Institutio	on UCALG	University of	Calgary									
	Ter	m <sub>2207</sub>	Fall 2020										
	Class N	br 70011 Cour	se MATH	249 Leo	ture	03							
Instructor	rs Per	sonalize Find	View All	First 🕢	1-3 of 3	0 🕟 Last							
Empl ID		Name		Instructor Role	Grade F	Roster							
1				Administrator	Grade			Submit G	rade Change Request	9			
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ID	Name		Enrolment Status	Grading Basis	Grade Roster Grade	Current Official Grade	*New Grade	*Grade Change Reason	Grade Change Status	Status Date	Admin Comment	Link	Cancel Request
			Enrolled	GRD	в	в	~	~					
			Enrolled	GRD	A	A	~	~					
			Enrolled	GRD	B+	B+	~	)					
			Enrolled	GRD	A	A	A+	Entry Error	Pending			Grade Change History	Cancel
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			Enrolled	GRD	A-	A-	~	~					
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5. Upon clicking the "**Cancel**" button, a pop up window will appear to confirm the cancellation. Click "**OK**" to confirm the cancellation.

Message	
Confirm Cancellation of Grade Change Request (25450,21)	
You have selected to cancel the grade change request for ID:	Click on 'OK' to cancel the current Grade Change Request that is
OK Cancel	

6. Once a request is cancelled, the line of student record will no longer be greyed out. You can submit a new grade change for the student if required. The **Grade Change History** will show the cancelled request.

# END OF PROCEDURE