

# Administrator Initiated eGrade Change Request

## Overview

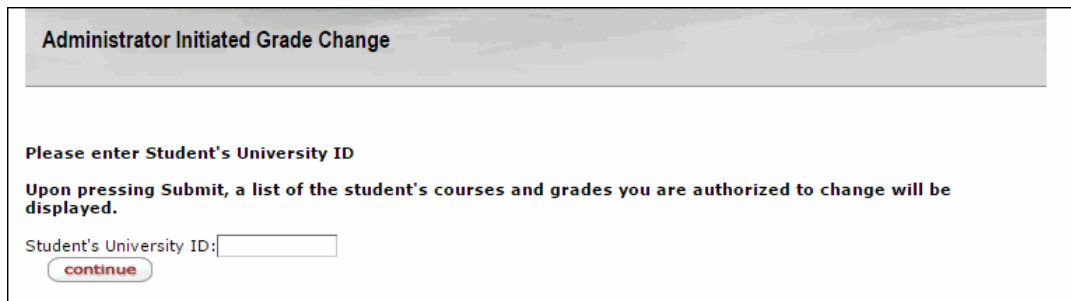
This process will allow an administrator in the SR E Initiator 2 GC role in SIS to electronically change a grade. The eGrade document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- “Nodes” of approval are set at each campus, according to their academic policies. **NOTE:** If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).
- **NOTE: For eGrade Change, the administrator takes the place of the instructor.** Upon completion, the instructor will receive a notification that the change has been made.
  1. Course Authority (Department offering the course)
  2. Course Dean Authority (Dean of School offering the course)
  3. Academic Affairs Committee Chair
  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)
  8. Veteran’s Affairs notification (Only if student has a VA student group)
- Once approved and the SIS enrollment table is updated, e-mail confirmation will be sent to the University email address of the student, the instructor, and the administrator who initiated the document.

## Steps

### Administrator Initiates an eGrade Change Request

1. Log into one.iu.edu.
2. In the **Search** bar, type “*grade change*” and press **ENTER**.
3. Click on the **eGrade Change (Administrative)** task.



Administrator Initiated Grade Change

Please enter Student's University ID

Upon pressing Submit, a list of the student's courses and grades you are authorized to change will be displayed.

Student's University ID:

[continue](#)

4. Enter the **Student's University ID**.

# Administrator Initiated eGrade Change Request

5. Click  .

A list of the student's courses will appear by term. You can narrow the course selections by entering the **Subject**, **Catalog Number**, and/or **Term** and then click  .

**Administrator Initiated Grade Change**

**Student:** Student, Ima  
**University ID:** 0000001111  
**NetworkID:** istudent

**Enter at least 1 optional search field to narrow your course selection(s):**  
 Subject (ENG-W):  Catalog Number (131):   
 Term (4078):

**Or select the Course for your request.**

14 items retrieved, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

Select?	Term	Institution	Title	Subject	Catalog Nbr	Class Nbr	Career	Session	Units	Grade	Grading Basis
<input type="radio"/>	Fall 2014	IUBLA	CLASSICAL MYTHOLOGY	CLAS-C	205	7331	Undergrad	Regular Academic Session	3	A-	GR1-Graded
<input type="radio"/>	Fall 2014	IUBLA	PUBLIC ORAL COMMUNICATION	COLL-P	155	31211	Undergrad	Regular Academic Session	3	B-	GR1-Graded
<input type="radio"/>	Fall 2014	IUBLA	INTRO TO MICROECONOMICS	ECON-E	201	7664	Undergrad	Regular Academic Session	3	W	WDR-Withdrawn
<input type="radio"/>	Fall 2014	IUBLA	CURRENT TOPICS IN PUBLIC AFF	SPEA-V	100	33448	Undergrad	Regular Academic Session	1	A	GR1-Graded
<input type="radio"/>	Fall 2014	IUBLA	NATIONAL & INTL POLICY	SPEA-V	160	12225	Undergrad	Regular Academic Session	3	B	GR1-Graded
<input type="radio"/>	Fall 2014	IUBLA	LAW AND PUBLIC AFFAIRS	SPEA-V	220	19748	Undergrad	Regular Academic Session	3	A-	GR1-Graded
<input type="radio"/>	Spring 2014	IUBLA	LITERARY INTERPRETATION	ENG-L	202	25592	Undergrad	Regular Academic Session	3	A-	GR1-Graded
<input type="radio"/>	Spring 2014	IUBLA	INTRODUCTORY PSYCHOLOGY 2	PSY-P	102	20042	Undergrad	Regular Academic Session	3	A-	GR1-Graded
<input type="radio"/>	Fall 2013	IUBLA	HUMANS & THE BIOLOGICAL WORLD	BIOL-L	100	1112	Undergrad	Regular Academic Session	5	B+	GR1-Graded
<input type="radio"/>	Fall 2013	IUBLA	ELEMENTARY COMPOSITION 1	ENG-W	131	2593	Undergrad	Regular Academic Session	3	B-	GR1-Graded

6. Select the class for which the grade should be changed.

**NOTE:** If a button is not displayed next to a particular student, that campus does not allow that type of grade change electronically. You should follow the paper grade change procedure for your campus.

7. Click  .

# Administrator Initiated eGrade Change Request

### Administrator Initiated Grade Change

**Student:** Student, lma  
**Student Id:** 0000001111  
**Student NetworkId:** istudent  
**Term:** Fall 2013  
**Session:** Regular Academic Session  
**Institution:** Bloomington  
**Course:** ENG-W 131 - ELEMENTARY COMPOSITION 1  
**Class Nbr:** 2593

**Current Academic Record**

Units	Grading Basis	Current Grade
3	GR1-Graded	B-

**Change Course Grade to:**

Select Grade  Select Reason for Grade Change

- Select Reason for Grade Change
- Miscalculation of Grade
- Missing Assignments Submitted
- Course Requirements Completed
- I lapse to F; reqs completed
- Other
- Late Drop
- Academic Misconduct

8. Select the new grade from the **Select Grade** drop-down menu. The grades that appear in this menu are subject to your 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.
9. Select a reason for the grade change from the **Select Reason for Grade Change** drop down list. This is a required field.
10. Click .
11. If an **FN** is selected as the new grade, the **last date of attendance** must be entered. The **Rationale for Grade Change** field is required.

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### Administrator Initiated Grade Change

**Student:** Student, lma  
**Student Id:** 0000001111  
**Student NetworkId:** istudent  
**Term:** Fall 2013  
**Session:** Regular Academic Session  
**Institution:** IUBLA  
**Course:** ENG-W 131 - ELEMENTARY COMPOSITION 1  
**Class Nbr:** 2593

**Current Academic Record**

Units	Grading Basis	Current Grade
3	GR1-Graded	B-

You are requesting a change of grade from a B- to a FN for the reason of *Other*

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.

12. Click  to finalize the request. The request will then go to workflow for routing to the approvals specified for your campus.
13. Once the request has been submitted, the confirmation page is displayed containing the **Document ID** which can be used for tracking in workflow.

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## Administrator Initiated Grade Change

**Student:** Student, Ima  
**Student Id:** 0000001111  
**Student NetworkId:** istudent  
**Term:** Fall 2013  
**Session:** Regular Academic Session  
**Institution:** Bloomington  
**Course:** ENG-W 131 - ELEMENTARY COMPOSITION 1  
**Topic:**  
**Class Nbr:** 2593

**Request to change grade on following course was submitted:**  
**Document Id:** [40494475](#)

**Units:** 3  
**Old Grade:** B-  
**New Grade:** A-  
**Reason:** Miscalculation of Grade  
**Justification:** Missing assignments submitted

[select student](#) [back to class list](#) [exit grade change](#)

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.

14. From the buttons at the bottom of the page:

- Click [select student](#) to submit an eGrade Change for a different student **OR**
- Click [back to class list](#) to return to the previous page for the same student **OR**
- Click [exit grade change](#) to exit the system.

## Additional Information

- Administrators must be in the **SR E Initiator 2 GC** role in SIS in order to submit eGrade Changes. Contact the Data Manager on your campus to inquire about receiving this access.
- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.