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](image)

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

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5. Click continue.

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 search.

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Institution</th>
<th>Title</th>
<th>Subject</th>
<th>Catalog Number</th>
<th>Class Nbr</th>
<th>Class Term</th>
<th>Career</th>
<th>Session</th>
<th>Units Grade</th>
<th>Grading Basic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 2014</td>
<td>JURLA</td>
<td>CLASSICAL MYTHOLOGY</td>
<td>CLAS-C</td>
<td>205</td>
<td>7331</td>
<td>Undergrad</td>
<td>Regular Academic Session</td>
<td>3</td>
<td>A-</td>
<td>GR-Graded</td>
</tr>
<tr>
<td>2</td>
<td>Fall 2014</td>
<td>JURLA</td>
<td>PUBLIC ORAL COMMUNICATION</td>
<td>COLL-P</td>
<td>155</td>
<td>32111</td>
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<td>B-</td>
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<tr>
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<td>JURLA</td>
<td>INTRO TO MICROECONOMICS</td>
<td>ECON-E</td>
<td>201</td>
<td>7654</td>
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<td>3</td>
<td>W</td>
<td>WD- Withdraw</td>
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<td>CURRENT TOPICS IN PUBLIC</td>
<td>SPEA-V</td>
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<td>19748</td>
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<td>Spring 2014</td>
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<td>ENGL</td>
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<td>ENGW</td>
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<td>B-</td>
<td>GR-Graded</td>
</tr>
</tbody>
</table>

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 continue.
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 **continue**.

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.
12. Click **submit for approval** 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.
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 to submit an eGrade Change for a different student OR
   - Click to return to the previous page for the same student OR
   - Click 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.