Faculty Online Grade Change Instructions

- Note: Students EMPL ID Numbers and Names have been blurred for confidentiality purposes. Names will appear on your grade rosters.

For On-line Grade Changes:
Login to the **Cal Poly Potal** and your **Faculty Center**
**Faculty Course Info** channel includes a link to the **Faculty Center**
The **Faculty Center** link takes you directly into PeopleSoft and to **My Schedule**.
Go to the correct Grade Roster

**NOTE:** Make sure pop up blockers is turned off in your browser.

Select Change Class if necessary
Select Change Term if necessary

Select the Term in which a grade is to be changed.
Select **Show all Classes** to view your courses during the term chosen.

Select the **Grade Roster** icon beside the roster you want to open.
Select **Change Grade** next to the student’s name for which grade you wish to change.

You will be taken to the screen below where you will then be able to change the student’s grade.

Select the New Grade from the looking glass icon 🖱️. If the grade change is from an Incomplete or RP grade, enter the Date Work Completed in the date box titled *Date Work Completed*. (Please note that this should be the date that the student completed all necessary coursework requirements. This date is important for the students Degree processing.)

**Note:** Disregard instructions regarding changing grades until the 7th week of instruction. The Request Grade button will no longer be activated. The instructions will be updated in November.
University Policy states a grade change shall not occur for the following reasons:

- A consequence of the acceptance of additional work or re-examination beyond the specified course requirements (AS 384-92)
- 60 days after the student's degree has been posted
- After one year from the end of the term the original grade was awarded, except for Senior Project (no time limit) or Thesis (3 year time limit).

Grade changes after the 7th week of the following term will require approval from the Department Chair, Associate Dean and Registrar's office staff. Once form is submitted it will route through workflow.

To input grade changes for the most recently graded term up to the 7th week of the following term, click the link to Request Grade Change located in the Grade Roster Action box.

After the 7th week of the most recently graded term, click the Orange Grade Change button in the grade roster next to the students name to begin the grade change workflow.

NOTE: If student chose to take the course for CR/NC, instructor will only have choice
of letter grades. If the course is only offered for CR/NC, then letter grades will not be an option.

Click on the new grade

<table>
<thead>
<tr>
<th>Grade Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C+</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C-</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal Unauthorized</td>
</tr>
</tbody>
</table>

Enter reason for grade change from the drop down menu. Further explanation is required in the text box titled Missing Critical Data Reason. Click on the Submit button to complete the process.
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Example below of grade change from an Incomplete grade. Date Work Completed box appears.
Change of Grade Request

Student's Name: [Redacted]
Empl ID: 26675577

Description: Programming Apps: Engineering
Department: Civil & Environmental Engr
Units Taken: 2.00

Instructor: [Redacted]
Term: Spring Quarter 2022
Submitted Date Time: [Redacted]

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Once the submit button is clicked the Grade Change Process box will appear. This means
the grade change submission was successful. The grade will be changed once all approvers have approved the grade change.

Grade Change Process

To view the status of a grade change:

1. Return to the grade roster
2. Click on Change Grade button next to the student’s name

A message will come up:

Completed grade change request exists.

Click on OK to create a new request. Click on CANCEL to view the most recent request.

3. Click Cancel to review the grade change and to see where it is in the workflow process, but scrolling to the bottom of the page to see the Change of Grade Status.
4. If the original grade change was in error, click OK, to create a new request.

Note to approvers: If you wish to enter a comment before approving or denying the request, you may do so by clicking the Comments button and Clicking SAVE. Do not click Approve or Deny unless you are ready to Approve or Deny the grade change.