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

Request Grade Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution	begins with ∨	UCALG 🔍
Term	begins with ∨	2207 🔍 **(1)**
Class Nbr	= ∨	
Session	= ∨	
Academic Career	= ∨	
Subject Area	begins with ∨	ECON 🔍 **(2)**
Catalog Nbr	begins with ∨	
Class Section	begins with ∨	

(3) [Search] [Clear] Basic Search 🔲 Save Search Criteria

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

Subject Area	begins with ∨	ECON 🔍
Catalog Nbr	begins with ∨	
Class Section	begins with ∨	

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Select the class for which you want to submit/cancel a grade change request

Search Results

View All   First ◄ 1-41 of 41 ► Last

Academic Institution	Term	Session	Academic Career	Subject 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
UCALG	2207	Regular	Undergrad	ECON	301	01	70303

Grade Change Request
Submitting and Cancelling a Grade Change Request

UNIVERSITY OF CALGARY

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.

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

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. **Deferred**: Grade change is required because the student had a deferred final exam or deferral of term work.
   II. **Entry Error**: Grade change is required because of a mistake in the posted roster grade, such as a grade calculation error.
   III. **Late Grade Submission**: Grade change is required because the grade was received too late to post with the original roster.
   IV. **Reappraisal of final grade**: Grade change is required as the result of a reappraisal of final grade.
   V. **Other**: 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).

4. <u>To confirm a grade change has been submitted</u>
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. <u>To confirm the status of a grade change request</u>
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

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

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

2. 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

Request Grade Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Academic Institution	begins with ⌄	UCALG
Term	begins with ⌄	2207 (1)
Class Nbr	= ⌄	
Session	= ⌄	
Academic Career	= ⌄	
Subject Area	begins with ⌄	ECON (2)
Catalog Nbr	begins with ⌄	
Class Section	begins with ⌄	

(3) [Search] [Clear] Basic Search Save Search Criteria

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

Subject Area	begins with ⌄	ECON
Catalog Nbr	begins with ⌄	
Class Section	begins with ⌄	

[Search] [Clear] Basic Search Save Search Criteria

Select the class for which you want to submit/cancel a grade change request

Search Results

View All   First ◄ 1-41 of 41 ► Last

Academic Institution	Term	Session	Academic Career	Subject Area	Catalog Nbr	Class Section	Class Nbr
UCALG	2207	Regular	Undergrad	ECON	201	01	70323
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UCALG	2207	Regular	Undergrad	ECON	201	04	70326
UCALG	2207	Regular	Undergrad	ECON	203	01	70328
UCALG	2207	Regular	Undergrad	ECON	209	01	70330
UCALG	2207	Regular	Undergrad	ECON	201	01	70323

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

5. Upon clicking the "**Cancel**" button, a pop up window will appear to confirm the cancellation. Click "**OK"** to confirm the cancellation.

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