Processing Online Grade Changes

Policy Statement

Electronic grade changes may be completed via the “Faculty Self-Service Center” in MyView. This online functionality is only available to the official instructor of record. The deadline to submit an electronic grade change is one calendar year after a term has ended. Grade changes after one year will require the paper grade change form that must be signed by the Instructor and the Department Chairperson.

The following term ending dates are applicable to all calendar year semester grade changes:

- **May 31** for the previous Spring Semester
- **August 31** for the previous Summer Semester
- **December 31** for the previous Fall Semester

Electronic grade changes are **NOT** available for the following scenarios.

- Changing to/from an Excused (EX) grade
- Changing to/from an Audit (AU) grade
- Changing to/from a Satisfactory- Unsatisfactory grade
- Changing any grades after a student has graduated

Reports detailing all electronically processed grade changes will be available in COGNOS to run on demand by the Academic Unit and/or Department Chairs. Upon request, the Registrar will provide a summary report to the Department Chairperson.
How to Submit Grade Changes Electronically

Only an instructor with an active human resources appointment can use this functionality. If you cannot access MyView, then please obtain a paper grade change form from your department’s administrative support office.

1. Log on to MyView [https://myview.umsl.edu](https://myview.umsl.edu)
2. Click on the **Self-Service** link
3. Under the **Faculty Center** menu, click on the **My Schedule** link.
4. Click the **change term** button to select the term for which you want to change the grade.

5. Select the term and then click **CONTINUE**.

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**Faculty Center**

**My Schedule**

2013 Spring Semester | Univ of Missouri - St. Louis

Select display option:  
- Show All Classes
- Show Enrolled Classes Only

Icon Legend:  
- Class Roster
- Grade Roster

My Teaching Schedule > 2013 Spring Semester > Univ of Missouri - St. Louis

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**Select Term**

Select a term then click **Continue**.

<table>
<thead>
<tr>
<th>Term</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 Summer Semester</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td>2013 Spring Semester</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td><strong>2012 Fall Semester</strong></td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td>2012 Summer Semester</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td>2012 Spring Semester</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td>2011 Fall Semester</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
</tbody>
</table>
6. Select the grade roster for the class you want to make a grade change.

7. The grade roster for the past term you selected is loaded. From the Grade Roster screen click on the Request Grade Change link.
8. A page will load that has the Official Grade and which now allows you to change the grade. Click on the drop down arrow next to the grade to select the grade you need to assign. **Please note:** If a student’s grade is grayed out, then you must submit a paper Change of Grade form with the appropriate signatures and documentation.

### Grade Roster

#### Grade Change Request

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWe 12:30PM-1:45PM</td>
<td>Stadler Hall -05104</td>
<td></td>
<td>08/20/2012 - 12/15/2012</td>
</tr>
</tbody>
</table>

If a student’s grade is grayed out, then you must submit a Change of Grade form with the appropriate signatures.
9. Instructors who submit grade changes will need to enter a **Reason** for the grade change by selecting the magnifying glass (lookup) icon next to the grade that is being changed. The Reason options appear below.

<table>
<thead>
<tr>
<th>Grade Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade Change Request</strong></td>
</tr>
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If a student's grade is grayed out, then you must submit a Change of Grade form with the appropriate signatures.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th>Official Grade</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>A-</td>
<td></td>
</tr>
</tbody>
</table>

10. The reason codes are listed below and were approved as a part of the electronic grade change policy:

Select one of the following values:

- **CGDL** Change from Delayed
- **INER** Instructor Error
- **OTHER** Other

11. After you have selected a Reason code, scroll to the bottom of the grade change roster and select **Submit**.
12. Once you select submit you can scroll back up the page and you will see “Success” next to the grade change reason.

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