Purpose: Create a documented work instruction for processing online grade changes

Why is this required?

Electronic grade changes may be completed via the “Faculty Self-Service Center” in MyView. This online functionality is only available to the official primary, secondary instructors and administrator approved in MyView to submit grades on the specific course. The deadline to submit an electronic grade change is one calendar year after a term has ended.

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

**Grade changes after one year** will require the Grade Change Form that must be signed by the Instructor and the Department Chairperson and submitted to the Registration Office to be processed. Only an instructor with an active human resources appointment can use this functionality. If you have questions, please contact us at registration@umsl.edu.

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
- Changing FN (Failure/Nonparticipation) grade assignment

Please Note:

As per the Bulletin an FN (*Failure/Nonparticipation*) grade assignment cannot be changed (electronically by the instructor or by the Registrar): [https://bulletin.umsl.edu/undergraduatetestudy/#gradingtext](https://bulletin.umsl.edu/undergraduatetestudy/#gradingtext)

*When students do not complete any graded assignments but do not officially withdraw from the course or the university, instructors may assign an FN.*

*The F for Non-Participation cannot be changed to a grade and will be treated in GPA calculations as an F.*
Instructions 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 Grade Change Form from the Registration Office. Please contact us at registration@umsl.edu.**

**If you meet all the above requirements but cannot submit a grade change in your Faculty Center, then your enrollment security may need to be updated. Please contact Kathleen Miguel at miguelk@umsl.edu or scheduling@umsl.edu for assistance.**

1. Log into MyView: https://myview.umsl.edu
2. Click on the **Self-Service** link
3. Click on **Faculty Center** and select **My Schedule**
4. Click **Change Term** to select the term for which you want to change the grade

5. **Select the Term and click Continue**
6. Select the Grade Roster icon for the class you want to make a grade change

7. The Grade Roster for the past term is now visible

8. Click Request Grade Change

9. The Official Grade is now visible with a drop-down option. Click on the drop-down arrow in the Official Grade column and change the grade.
Please note the following:

**If a student’s grade is grayed out, a Grade Change form with the appropriate signatures and documentation must be submitted** Please contact registration@umsl.edu

10. Select the Magnifying Glass under the Reason, (shown above) and select a reason for the grade change, (shown below).

**IMPORTANT - **If a failing grade is entered into the Official Grade column, the Last date of academic activity, (LDA) is required. This is to ensure course interaction data is within the UM system is Title IV LDA compliant.
11. Click Submit for the changes to persist

12. Scroll back up to the Grade Roster and “Success” will be displayed on the record

**Reports detailing all electronically processed grade changes can be obtained on demand by the Academic Unit and/or Department Chairs by running the COGNOS Report: umsl_rp_sa_grade_change_audit. Upon request, the Registrar will provide a summary report to the Department Chairperson**