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 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.

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 paper grade change form from your department’s administrative support office**

1. Log into MyView: [https://myview.umsl.edu](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 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:
   - **If a student’s grade is grayed out, a paper Change of Grade form with the appropriate signatures and documentation must be submitted.**
   - (If a failing Grade is entered into the Official Grade column, the Last date of academic activity is required. This is to ensure course interaction data is within the UM system is Title IV LDA compliant).

10. Select the Magnifying Glass under the Reason and enter a Reason for the grade change

11. Click Submit for the changes to persist
12. Scroll back up to the Grade Roster and “Success” will be displayed on the record

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How to Change a Delayed Grade

- Please be aware that the DL grade must be changed by the instructor when the course work is completed.
- The system does not assign the Reserve Grade. It is only for your reference in your grade calculations.
- The grade change must be done before the appropriate due date, or the DL (delayed) will lapse to F (failing).

LDA and the Delayed Grade change

Faculty are required to report a last date of academic activity when submitting a Delayed Grade due to Federal Financial Aid regulations. To assist the campuses and ensure the UM system is compliant, LDA will now be a required field in campus grade submissions for students who receive a delayed grade as well as F or FN.

As these Federal regulations have been in effect prior to the current term, the process of entering the Grade Change from DL to a passing grade for a previous term may require additional steps.

As shown in the example below:
When entering an online grade change for one student when there are other Delayed Grade assignments on the same grade roster that cannot yet be graded, you must enter the LDA for the remaining delayed grades that are not ready to be graded. This action is required in order for the grade change to successfully save.

Please notice when the Grade Change function is selected, the DL grades have caused the LDA date field to open.

If you fail to enter the LDA the following error message will occur when you submit:

Simply enter the end of term date only for the DL that cannot yet be graded.

Fall 21 end of term date is **12/18/21**

Spring 21 end of term date is **5/15/21**
When those dates are entered, then it will allow you to **Submit** and **Save**.