

Electronic Grade Changes (Instructor)

Deadlines: Grades for January Term and spring semester may be changed through December 31; grades for summer and fall semesters may be changed through the following May 31.

Usage: This process may be used **only** to change one grade to another. Also, it may be used only to change grades for current students who have not left the University since completing the class. (For example, it cannot be used to change the grading option in a class.)

Other Changes: To change grading basis, credits, add or delete students, make changes after the deadlines, or to make changes for non-current students, a paper Grade Change Form must be submitted. These changes must also be approved by the College.

To Change a Grade:

1. In your Faculty Center, select the grade roster icon next to the class for which you want to submit a grade change.
2. On the roster, click on the “change grade” button next to the student for whom a change is being made.
 - You cannot change the “W” for withdrawn students.
 - You cannot change the grade if the student has graduated or withdrawn, or is otherwise no longer active.
 - You will not see the change grade button if the change deadline has passed. If you do not have “Approver” access to the grade roster, you will not be able to change a grade.

Student Grade								
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Change Grade
<input type="checkbox"/>	1 1412462	Adams, David	A	A	GRD	Arts & Sciences Undergraduate - English-Modern Studies (BA)	Level Four	change grade
<input type="checkbox"/>	2 1508900	Andrews, Steven	C+	C+	GRD	Commerce Undergraduate - Commerce (BSC)	Level Four	change grade
<input type="checkbox"/>	3 1550051	Anthony, Susan	B+	B+	GRD	Arts & Sciences Undergraduate - INTER-Echols Scholar (BA)/Economics (BA-2mj)/Mathematics (Minor)	Level Four	change grade
<input type="checkbox"/>	4 2039520	Arnoldson, Mary Joy	B	B	GRD	Commerce Undergraduate - Commerce (BSC)	Level Four	change grade

3. Enter the new grade and select a reason for the change. If you select a reason of “Other”, you must enter a brief statement explaining why the change is needed.
- Only grades appropriate for the class grading basis, as they appeared on your original grade roster, can be selected.

UNIVERSITY of VIRGINIA
UREG (OFFICE OF THE UNIVERSITY REGISTRAR)
CHANGE OF GRADE

Student Info				
Student SIS ID	Student Name			
1550051	Anthony, Susan			
Student Program	Class Number	Subject Area	Course Number	Term
ASU	28630	COMM	3410	1112
Section Number	Credits	Topic		
1	3	Commercial Law I		

Grade Change		
*Reason for Change	Old Grade	*New Grade
Error in calculation	B+	A

Comment

Failed to include quiz in final grade calculation

Submitted By
John Wheeler

Date Submitted
05/27/2011

[Return to Grade Roster](#)

Save ←

4. Click “Save”. You will see a pop-up confirmation message, and the change request will be forwarded for the required approvals.
- If the change is denied by one of the approvers, you will receive an e-mail explaining by whom and for what reason the change was denied.
 - Once the change is approved, you and the student will each receive an e-mail informing you that a change has been processed. You will then be able to view your grade roster again and see the new grade.