

ONLINE GRADE CHANGE FOR APPROVERS

FACULTY, CHAIRS, AND DEANS

V2.
2/14/2022

What Is the Online Grade Change Request Form?

- Advisors can now use the online grade change request form to request a faculty member initiate a grade change for an individual student.
 - Previously, all grade changes required a paper form that had to be routed for signatures to the instructor's department chair, then to the student's dean for approval, and finally delivered to the Registrar's Office for entry into the student record. This new process uses workflow via email to acquire the same approvals.
 1. Advisors can enter a comment requesting a change to a student's grade for the instructor to review.
 2. The instructor will then be able to initiate a change.
 3. The online grade change workflow will route the request via email to the appropriate parties for approval, and then to the Registrar's Office for entry in the student's record.

[Jump ahead to Chairs' and Deans' Instructions](#)

The Registrar's Office will update students' records within 48 business hours of receipt of the approved grade change.

Instructors may use the new online grade change process for the following situations:

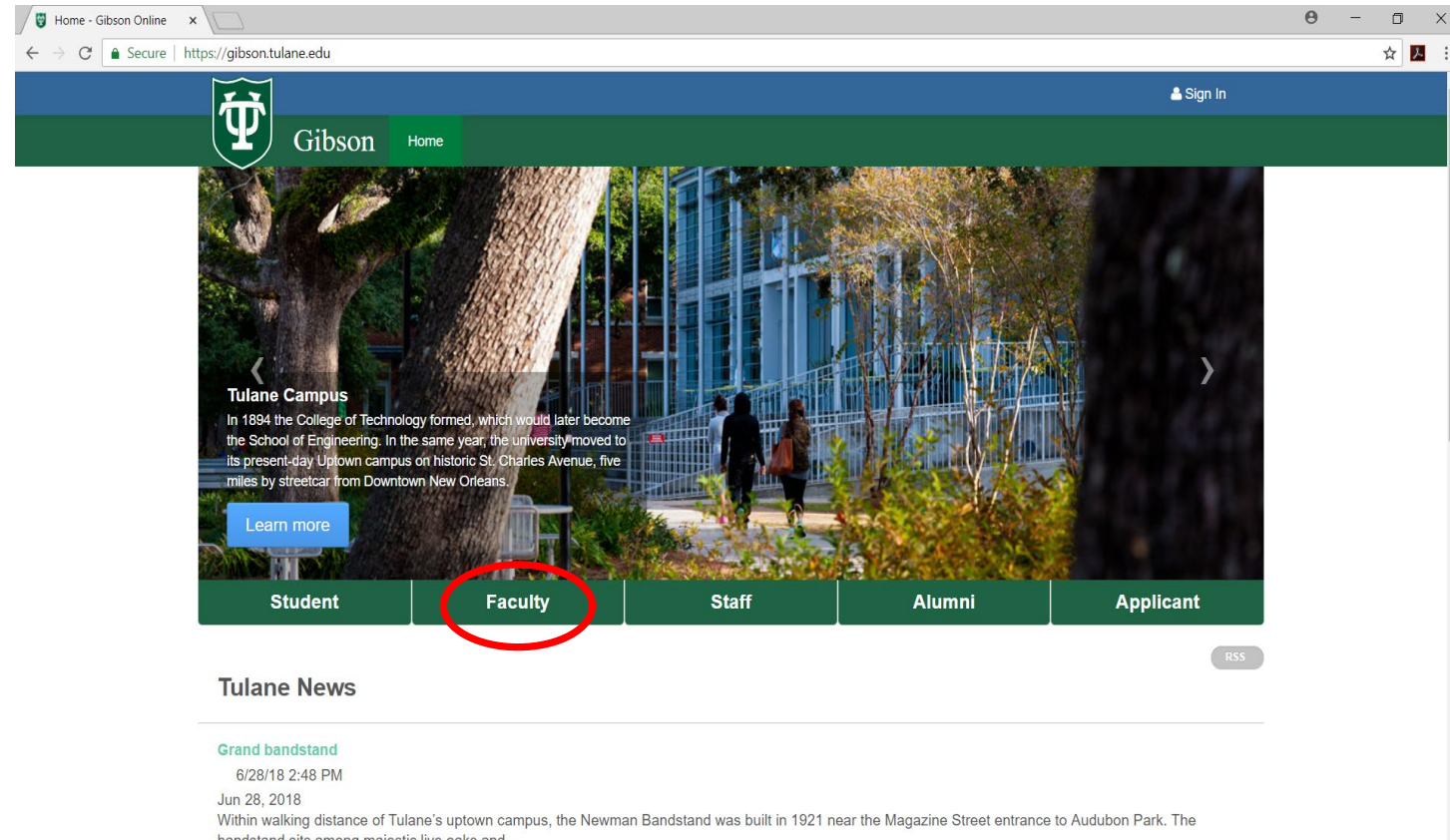
- The wrong grade was mistakenly entered on the original grade roster.
- Grades were miscalculated for a student.
- A grade was never entered for the student.
- An incomplete (I) grade was originally posted via the Gibson grade roster and needs to be updated with a letter grade because the student completed the course work.
 - If a grade has been updated from I to UW, any further changes must be made via paper form.

THIS ONLINE GRADE CHANGE REQUEST SHOULD NOT BE USED FOR...

- **When an entire roster needs to be regraded for any reason.**
 - A request for substitute grade roster should be sent to rss@tulane.edu.
- **Changing a grade that is tied to a degree that has already been awarded (not allowed.)**
- **Changing a grade that is recorded as W(withdrawn), R(research), NG (no grade), UW (Unofficial Withdrawal), or IP (in progress).**
 - Contact the Registrar's Office regarding any matters pertaining to these grades at rss@tulane.edu.

Entering the Grade Change Request

- Log into Gibson Online <https://gibson.tulane.edu/>
- Choose the “Faculty” Tab



Entering the Grade Change Request (cont.)

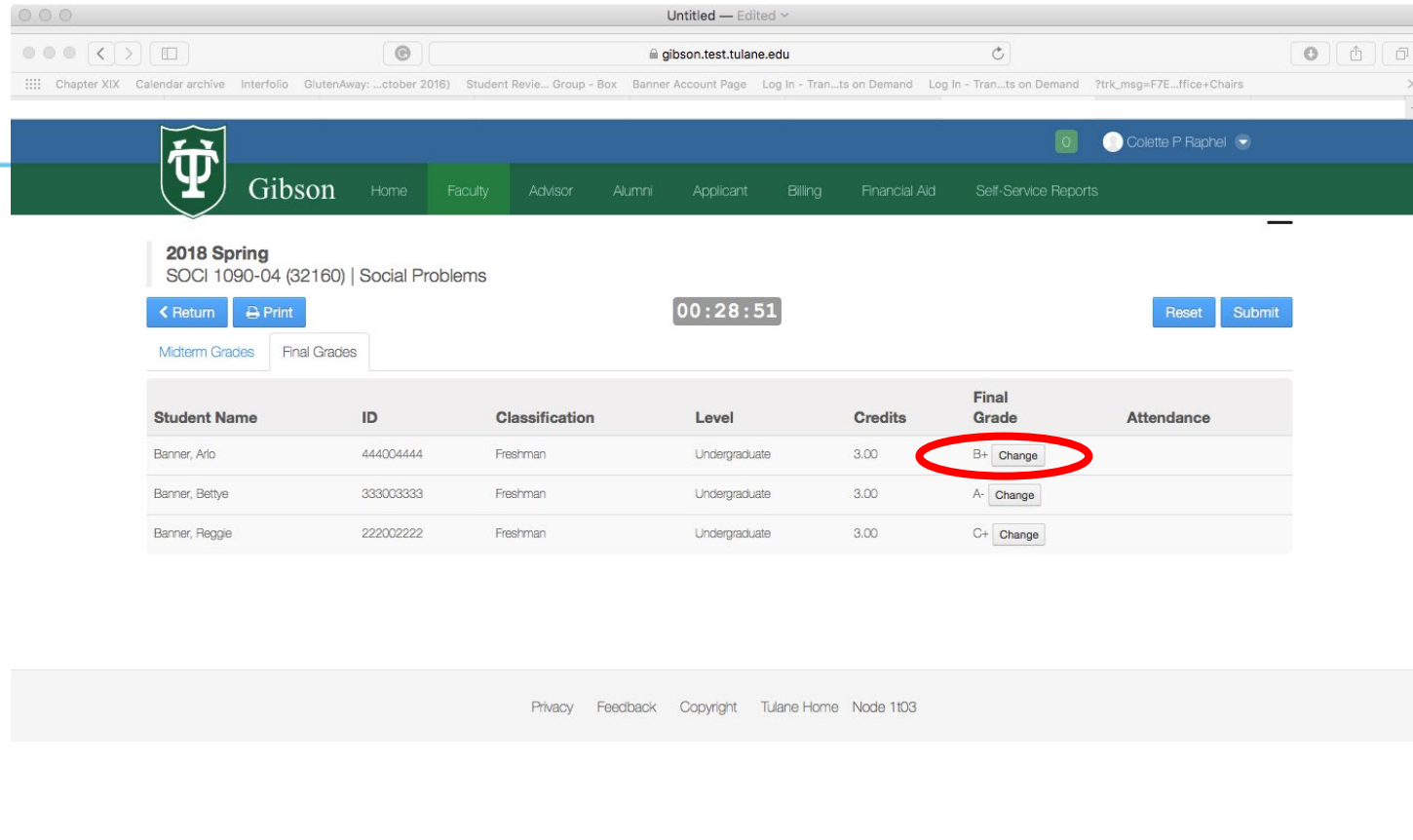
- Choose the grade change term from the Course List drop down menu
- Choose the course
- Go to the Grades column and choose the “View” button

The screenshot shows a web browser window with the URL `gibson.test.tulane.edu`. The page header includes navigation tabs for various banners and a user profile for Colette P. Raphael. The main navigation bar contains links for Home, Faculty, Advisor, Alumni, Applicant, Billing, Financial Aid, and Self-Service Reports. On the left, there are sections for Administrative services (Canvas, myTulane, EBS, etc.) and Resources. The central area features a **Course List** table with a dropdown menu set to "2018 Spring". The table has columns for CRN, Course, Title, Days & Times, Enrolled, Waitlisted, Class List, Wait List, and Grades. The first three rows of data are visible, with the "View" button in the Grades column of the second row circled in red. Below the table is a **Tuition Waiver Request** section with tabs for "Request Tuition Waiver", "Previous Requests", and "Add/Update Dependent". A yellow box contains instructions for requesting a dependent waiver, and a green box at the bottom indicates the enrollment term is **Fall 2018**.

CRN	Course	Title	Days & Times	Enrolled	Waitlisted	Class List	Wait List	Grades
10552	SOCI 1030-01	Sociology of The Family	MWF 01:00pm - 01:50pm	43	0	View Download	View	View
32160	SOCI 1090-04	Social Problems	MWF 08:00am - 08:50am	3	0	View Download	View	View
41348	SOCI 4920-01	Independent Study- Sociology		1	0	View Download	View	View

Entering the Grade Change Request (cont.)

- A new page will open with a view of your previously posted final grades
- Choose the student that requires a grade change
- In the Final Grade column, choose the “Change” button



2018 Spring
SOCI 1090-04 (32160) | Social Problems

< Return Print 00:28:51 Reset Submit

Midterm Grades Final Grades

Student Name	ID	Classification	Level	Credits	Final Grade	Attendance
Banner, Afo	444004444	Freshman	Undergraduate	3.00	B+ Change	
Banner, Bettye	333003333	Freshman	Undergraduate	3.00	A- Change	
Banner, Reggie	222002222	Freshman	Undergraduate	3.00	C+ Change	

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Entering the Grade Change Request (cont.)

- The Grade Change Request form will open in a new pop-up window

Grade Change Request

1. Indicate the New Grade.
2. Submit request.

Name: Banner, Arlo B.
ID: 444004444
Term: 2018 Spring
Course: SOCI 1090-04 (CRN 32160)
Current Grade Mode: S (Standard)
Current Grade: B+
New Grade: Select Grade
Comments: Error in original calculation

Reset Submit

Select New Grade from drop down menu and enter reason for grade change in Comments box. Use the reset button to clear all fields and start over. Click submit when finished.

Entering the Grade Change Request (cont.)

- The final grade column will now indicate that a grade change has been requested for that student

The screenshot shows a web browser window at the URL <https://gibson.test.tulane.edu/faculty>. The page header includes the Gibson logo and navigation links: Home, Faculty, Advisor, Alumni, Applicant, Billing, Financial Aid, and Self-Service Reports. The user is logged in as Colette P. Raphael. The main content area displays the course information: 2018 Spring, SOCI 1090-04 (32160) | Social Problems. There are buttons for Return, Print, Reset, and Submit, and a timer showing 00:19:07. Below this, there are tabs for Midterm Grades and Final Grades. A table lists students with columns for Student Name, ID, Classification, Level, Credits, Final Grade, and Attendance. The first row, for Banner, Arlo (ID 444004444), has a red circle around the '3.00' in the Credits column and a red arrow pointing to the 'B+' in the Final Grade column. The other two rows, for Banner, Bettye (ID 333003333) and Banner, Reggie (ID 222002222), have 'A-' and 'C+' in the Final Grade column, respectively, with 'Change' buttons next to them.

Student Name	ID	Classification	Level	Credits	Final Grade	Attendance
Banner, Arlo	444004444	Freshman	Undergraduate	3.00	B+	
Banner, Bettye	333003333	Freshman	Undergraduate	3.00	A-	Change
Banner, Reggie	222002222	Freshman	Undergraduate	3.00	C+	Change

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INSTRUCTIONS FOR GRADE CHANGE REQUEST (cont.)

- An email will now be sent to the next approver in the workflow:
 - Chair (Approver)
 - Dean or their Designee (Approver)
 - Registrar Staff for entry into student record
- Once all approvers have responded, the Registrar's Office will process your request and the change will be indicated on the student's academic record.

****Emails will be sent daily to any users with pending requests****

INSTRUCTIONS FOR GRADE CHANGE CHAIRS' AND DEANS' APPROVAL

- You will receive a workflow email from Tulane Registrar's Office Requesting a Grade Change Approval.
 - At the bottom of the email, choose **CLICK HERE TO REVIEW**.
- Deans may designate delegates by level (undergraduate, graduate, professional, and medical) to approve changes to academic records.
 - *Delegates must be a full-time member of the faculty or an administrator with at least the rank of associate dean or higher. To designate a delegate, please email registrar@tulane.edu with the name and email address of the delegate.*
 - *Note: delegates for academic records are different than proxies assigned for major/minor certification.*

Ashley R. deRoche,

The following grade change request needs your approval:

Name: Banner, Jane B.
ID: 222002222
Term: 2022 Spring
Course: MATH 1001-99 (CRN 54768)
Current Grade Mode: S (Standard)

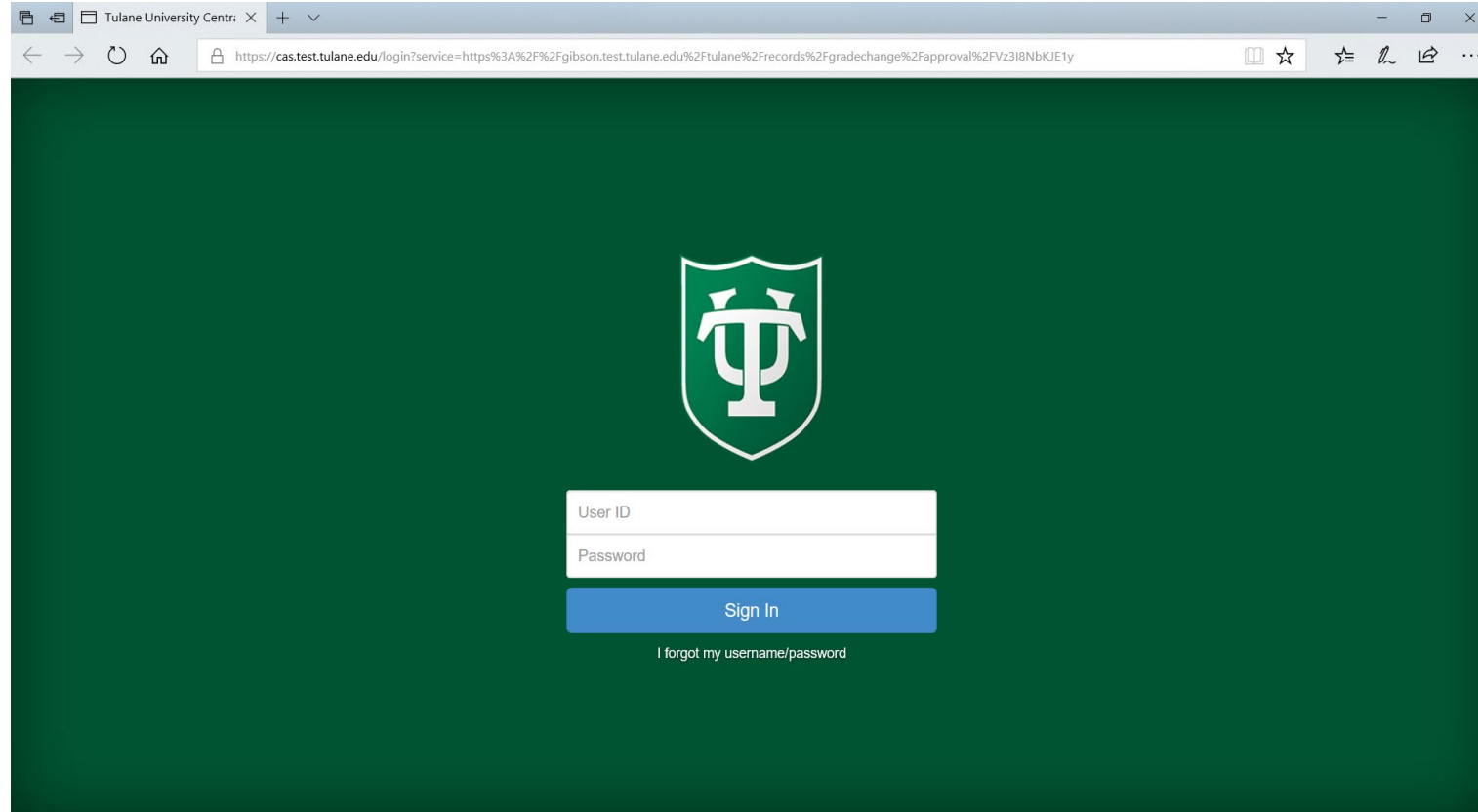
Workflow Activity

Role	Approver	Comments	Status	Date
1 INITIATOR	Ashley R. deRoche	student earned an A after work turned in.	Requested	02/17/2022 01:46:47 PM
2 INSTRUCTOR	Ashley R. deRoche		Pending	
3 CHAIR	Tai H. Ha			
4 DEAN	Beth E. Wee			
5 REGISTRAR	Registrar			

[CLICK HERE TO REVIEW](#)

INSTRUCTIONS FOR GRADE CHANGE CHAIRS' AND DEANS' APPROVAL (cont.)

- Once you select **CLICK HERE TO REVIEW**, you will be directed to login to Gibson using your Tulane ID and password



A screenshot of a web browser window showing the login page for Gibson. The browser's address bar displays the URL: <https://cas.test.tulane.edu/login?service=https%3A%2F%2Fgibson.test.tulane.edu%2Ftulane%2Frecords%2Fgradechange%2Fapproval%2FVz318NbKJE1y>. The page features the Tulane University crest (a shield with a 'T' and 'U' and a crown) centered on a dark green background. Below the crest are two white input fields labeled 'User ID' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the form, there is a link that reads 'I forgot my username/password'.

INSTRUCTIONS FOR GRADE CHANGE CHAIRS' AND DEANS' APPROVAL (cont.)

- Review the request
- Approve or deny the request
- Once the entire workflow has been approved by chair and dean, the Registrar's Office will process your request and the change will be indicated on the student's academic record. Changes will also be reflected on the instructor grade roster.



Grade Change Request

Name: Banner, Banner
ID: 111001111
Term: 2018 Spring
Course: LING 4910-01 (CRN 40859)
Current Grade Mode: S (Standard)
Current Grade: C
New Grade: B
Comments:

Comments...

Deny

Approve

Reviewing a Grade Change Request

- Faculty, chairs and deans can always access pending and historic grade change information through the grade change dashboard located on their faculty tab on Gibson

The screenshot shows the Gibson Faculty dashboard. At the top is a dark green navigation bar with the Gibson logo and links for Home, Faculty, Advisor, and Billing. On the left is a sidebar menu with two sections: 'Administrative' and 'Services'. The 'Grade Change Dashboard' link in the Administrative section is highlighted with a red box. The main content area is titled 'Course List' and features a dropdown menu for the semester (2019 Spring). Below this is a table with columns for CRN, Course, Title, Days & Times, Enrolled, Waitlisted, Class List, Wait List, and Grades. The table contains three rows of course data.

CRN	Course	Title	Days & Times	Enrolled	Waitlisted	Class List	Wait List	Grades
12331	GESS 4950-01	Gender & Sexuality Theory II	R 03:30pm - 05:55pm	8	0	View Download	View	View
43885	GESS 4950-02	Gender & Sexuality Theory II	R 03:30pm - 05:55pm	0	0	View Download	View	View
20594	GESS 6950-01	Adv Sexuality & Queer Theory II	R 03:00pm - 05:30pm	5	2	View Download	View	View



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Office of the University Registrar