ONLINE GRADE CHANGE

FOR APPROVERS

FACULTY, CHAIRS, AND DEANS

V2.
2/14/2022

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Office of the University Registrar

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.

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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- **Changing a grade that is recorded as W(withdrawn), R(research), NG (no grade), UW (Unofficial Withdrawal), or IP (in progress).**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.

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Entering the Grade Change Request

- Log into Gibson Online https://gibson.tulane.edu/

- Choose the "Faculty" Tab
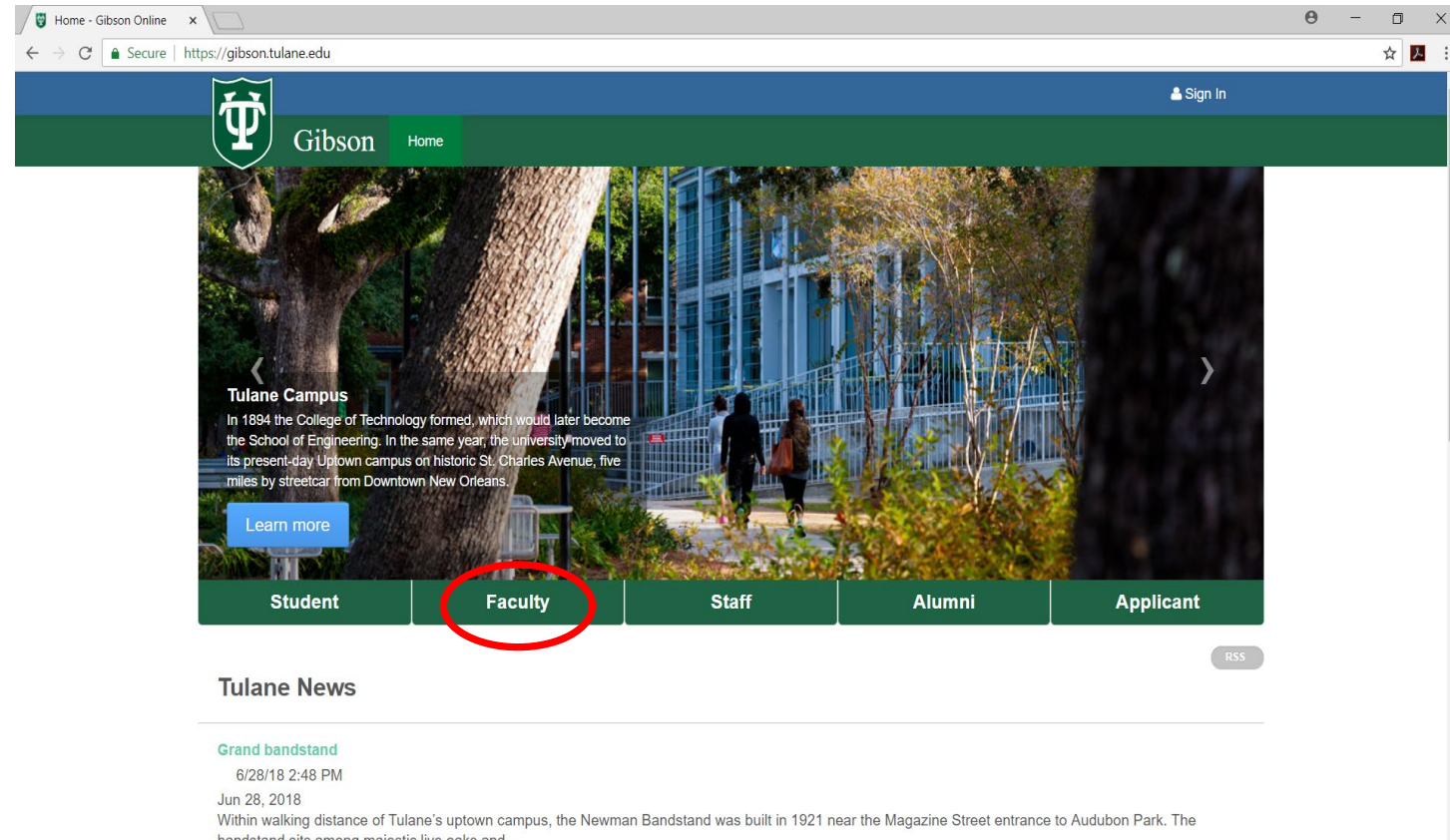
Entering the Grade Change Request (cont.)
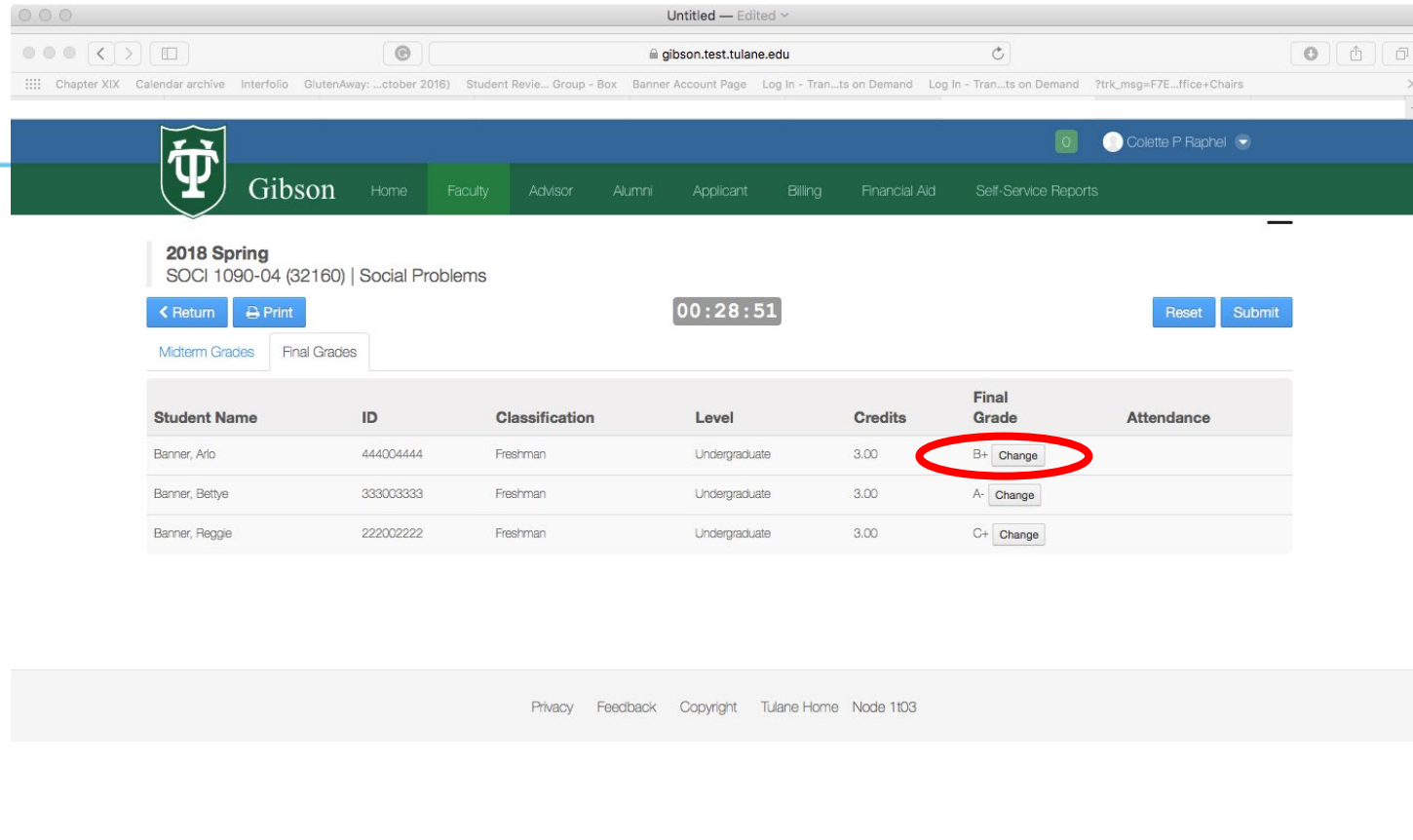
- Choose the grade change term from the Course List drop down menu
- Choose the course
- Go to the Grades column and choose the "View" button

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

Entering the Grade Change Request (cont.)

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

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

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)
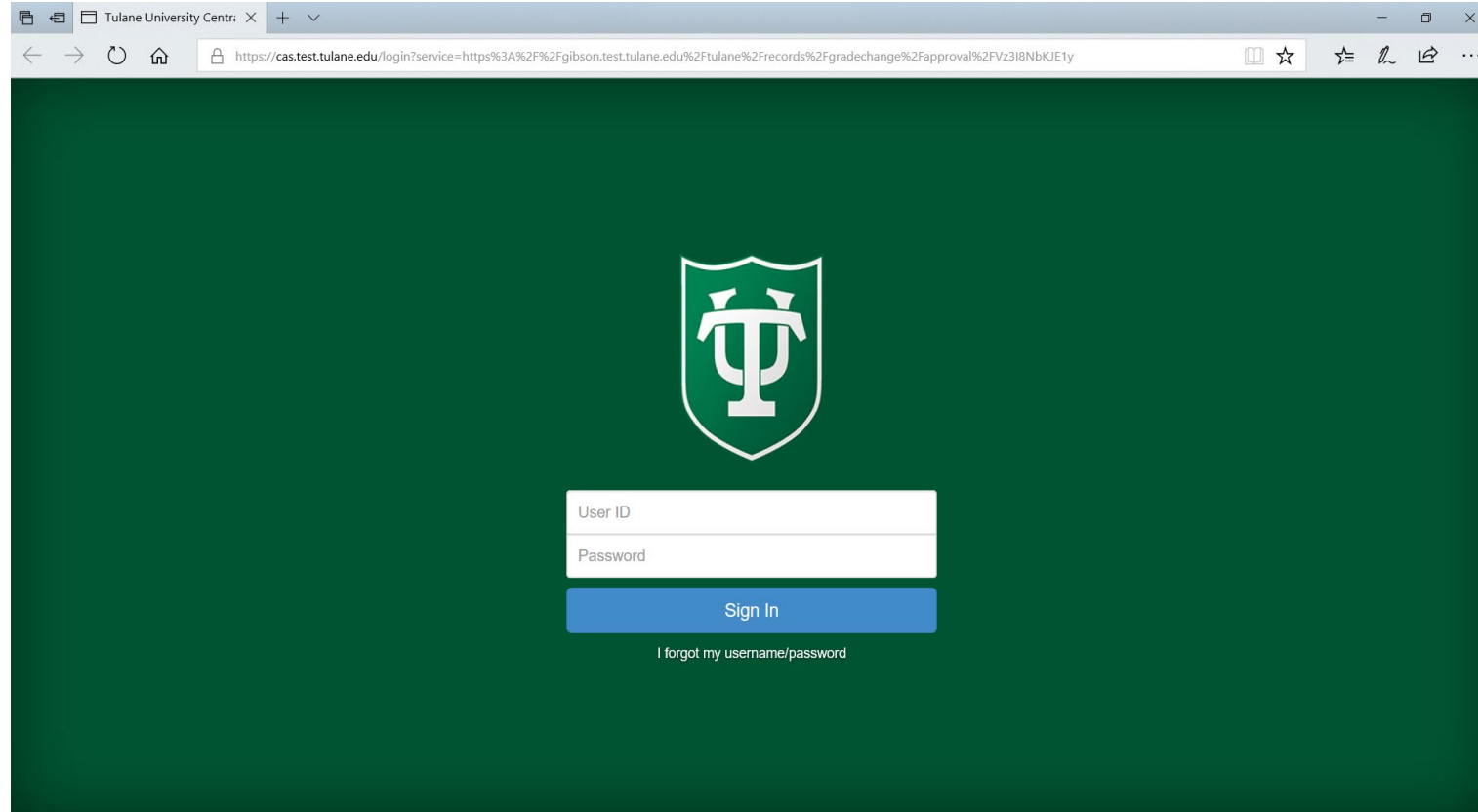
Workflow Activity

	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

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

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

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