ONLINE GRADE CHANGE
FOR ADVISORS
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.
The Registrar’s Office will update students’ records within 48 business hours of receipt of the approved grade change.

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

• An incorrect grade was mistakenly entered on the original grade roster. Entering a comment can alert the instructor to take action and initiate a grade change, if necessary.

• An instructor confirmed by email to advisor that grade should be changed, but no change is observed by advisor in Banner/Gibson.

• When a grade was never entered by the instructor, but the advisor is aware that student has since completed the course. XX is the “current” grade in these instances.
This online grade change request should not be used for...

- For administrative withdrawals and committee-approved grade changes that did not include instructor support.
  - In these instances, Sarah Montes or Dolores Hemphill will inform the advisor of the need to submit a completed paper Change of Grade form along with a resignation form or drop/add form. **NOTE:** Both are required to complete the process. These Change of Grade forms should be signed by the **Sr. Associate Dean for NTC.**

- 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- Changing a grade that is recorded as W(withdrawn), R(research), NG (no grade), UW (Unofficial Withdrawal), or IP (in progress).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 “Advisor” Tab
Entering the Grade Change Request (cont.)

- Choose the student from your Advising List drop down menu or use the “Search” option
- Go to the Grade Change column and choose the “Request” button
Entering the Grade Change Request (cont.)

- A new window will open
- Select the term
- Select the course
- Enter the comment regarding the grade change request that will go to the Instructor for review
- Click “Submit”
INSTRUCTIONS FOR GRADE CHANGE REQUEST (cont.)

- The Grade Change Request will then be routed to the instructor for further action.
INSTRUCTIONS FOR GRADE CHANGE REQUEST (cont.)

• Once the instructor has approved a grade change, an email will 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**
Reviewing a Grade Change Request

- Advisors can always access pending and historic grade change information through the grade change dashboard located on their advisor tab on Gibson.