**Grade Change Process**:

**\*\*\*\* Grade changes can be entered into Porches anytime on or after the date the academic calendar states grades have been posted. Grade changes for current grading terms can NOT be entered while grading is open or during the end of term process.**

*Step 1*
<u>COURSE INSTRUCTOR</u> - *initiates process of grade change*:

The instructor of the course initiates the process by accessing the class list in one of two ways via Porches.

Option 1:
From the Front Porch click on the following:
Faculty (located on the left hand side)
Class List (located on the right hand side under *Faculty Tools*)

Option 2:
From the Front Porch click on the following:
UD Daily (located on the left hand side)
Banner Self-Service (located in the middle column under *Banner Self-Serivce*)
Faculty and Advisors
Class List

After clicking on Class List the instructor will be asked to choose a term.  Then a drop-down list of the courses for the term selected will appear. On the class list, instead of seeing a link to enter "Final" or "Midterm" grades there will be a link that says *Change*.  Click on the any of the *change* links to proceed and enter the grade change for the student(s) desired along with the reason for change from a drop-down menu next to the grade. Once the instructor clicks on the *Submit* button, the request will be sent to the necessary approvers. The instructor will receive up to 3 different email status updates as the request follows the approval process. In all cases, the first email is a notification that the request has been sent. Depending on the college/school's particular requirements for approval, an email might be sent back when the chair and/or assistant dean has either approved or denied the request.

**\*\*\*\*\*<u>NOTE:  Instructors are highly encouraged to track the emails mentioned above.  These emails can be used as validation that the grade change is legit – meaning they, in fact, made the change, and to ensure the approval happens in a timely manner.</u>**

## APPENDIX A
INSTRUCTORS:  Screenshots of entering a grade change

On the class list screen, click on *Change* next to any student:

Enter new grade with reason:



Final Grades - Windows Internet Explorer

https://apptest1.udayton.edu:9036/UTEST/bwlkffgd.P_FacFinGrd?term=201280&crn=753&msg_label=&target_rec=0&class_size=&grade_upc

File   Edit   View   Favorites   Tools   Help

Favorites      Final Grades

Search [____] Go          RETURN TO MENU    SITE MAP    HELP    EXIT

## Final Grades

002147560 Dana L. Sellers
Fall 2012
Jun 03, 2013 09:59 am

Enter final grades. **DO NOT enter last attendance date or hours.**

If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

**Intro-Managerial Acc - ACC 208**
**CRN:**
**Students Registered:**

⚠ Please submit the grades often. There is a 120 minute time limit starting at 09:59 am on Jun 03, 2013 for this page.

**Final Grades**

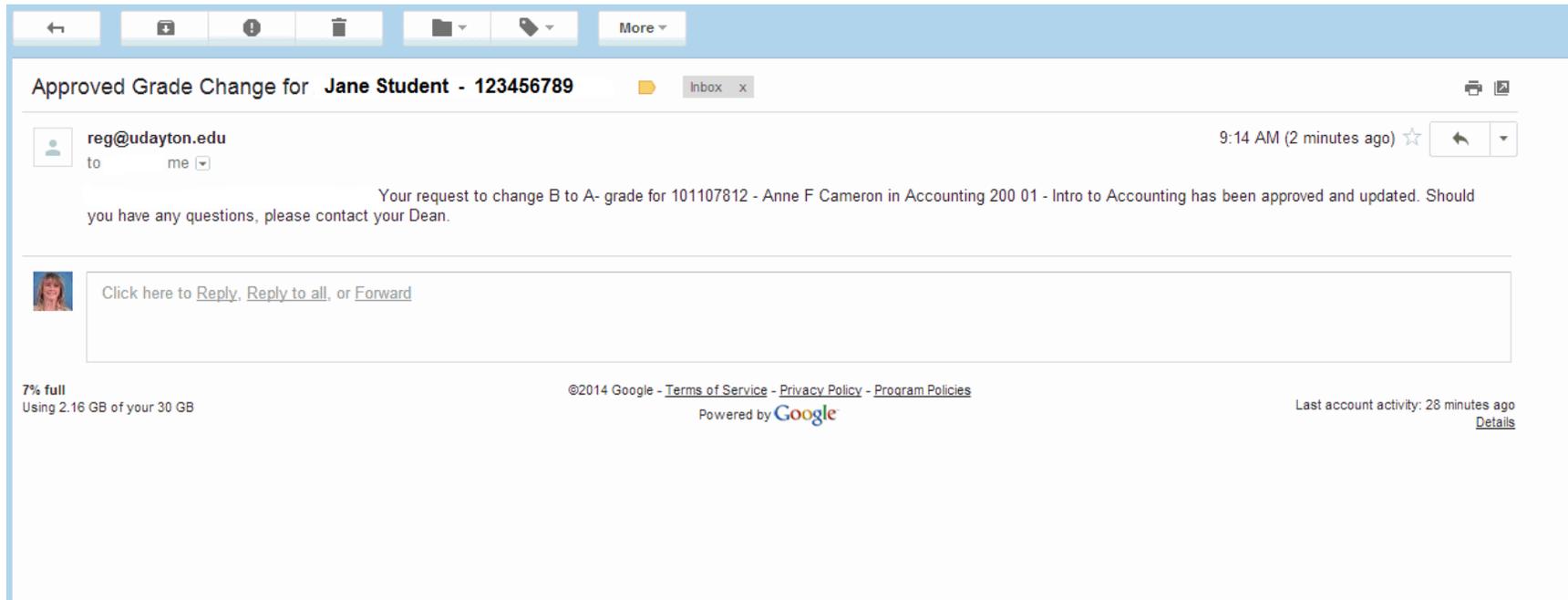| Record Number | Student Name | ID | Credits | Registration Status | Grade | Grade Change | Reason | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | Register on Web Apr 21, 2012 | A | None | None | Y | None | None | 42 | ✉ |
| 2 | | | | Register Apr 16, 2012 | B | None | None | Y | None | None | 32 | ✉ |
| 3 | | | | Register on Web Apr 11, 2012 | C | None | None | Y | None | None | 18 | ✉ |
| 4 | | | | Register Mar 27, 2012 | D | C | None | Y | None | None | 1 | ✉ |
| 5 | Student, Jane | 123456789 | 3.000 | Register on Web Apr 11, 2012 | F | B+ | None | Y | None | None | 13 | ✉ |
| | | | | | | | None SG-Substitute Grade RC-Re-Calculated IC-Instructor Correction MC-Make-up Work Complete IN-Incomplete Expired AI-In Abnitio | | | | | |
| 6 | | | | Register on Web Apr 17, 2012 | A | None | None | Y | None | None | 33 | ✉ |
| 7 | | | | Register Apr 23, 2012 | B | None | None | Y | None | None | 43 | ✉ |
| 8 | | | | Register on | C | None | None | Y | None | None | 40 | ✉ |

Done                              Internet | Protected Mode: Off          100%

APPENDIX B
Email SAMPLES

INSTRUCTORS:
Notification the request was sent:

Notification the request is approved and updated:



Approved Grade Change for **Jane Student - 123456789**    Inbox  x

**reg@udayton.edu**    9:14 AM (2 minutes ago)
to       me

Your request to change B to A- grade for 101107812 - Anne F Cameron in Accounting 200 01 - Intro to Accounting has been approved and updated. Should you have any questions, please contact your Dean.

Click here to Reply, Reply to all, or Forward

**7% full**
Using 2.16 GB of your 30 GB

©2014 Google - Terms of Service - Privacy Policy - Program Policies
Powered by Google

Last account activity: 28 minutes ago
Details

Notification the request is denied:



Denied Grade Change for **Jane Student - 123456789**    Inbox    x

reg@udayton.edu
to          me

Your request to change B- to A grade for 003954879 - Molly E Dunn in Accounting 200 01 - Intro to Accounting has been denied.

Please contact your Chair for further information.

Click here to Reply, Reply to all, or Forward

9:26 AM (0 minutes ago)

**7% full**
Using 2.16 GB of your 30 GB

©2014 Google - Terms of Service - Privacy Policy - Program Policies
Powered by Google

Last account activity: 39 minutes ago
Details

APPENDIX C
Process Flow Chart



Start process

Is grading open?

Yes

End process

No

Is it on or after the grades posted date from the academic calendar?

No

Does the student currently have a grade on her/his record for the course/term?

Yes

An email to approve the request is sent to the course department Chair (and her/his proxy)

The chair (or the proxy) approves/ denies the request via a link in the email

Yes

An email is sent to the instructor indicating the request was denied and to contact the chair for further information

No

Is the request approved?

Yes

An email is sent to the instructor indicating the change has been made and the student's record is updated in Banner

Instructor enters the grade changes in the same manner as grades are entered initially

yes

No

An email is sent to the instructor indicating the change has been made and the student's record is updated in Banner

Is the request approved?

Yes

An email to approve the request is sent to the Dean (and her/his proxy) of the student's major

The dean (or the proxy) approves/ denies the request via a link in the email

Is it during the change of grade period? (Within the first 30 days after grading)

No

The chair (or the proxy) approves/ denies the request via a link in the email

No

An email is sent to the instructor indicating the request was denied and to contact the chair for further information

An email is sent to the instructor indicating the change has been made and the student's record is updated in Banner

Yes

Is the request approved?

No

An email to approve the request is sent to the course department Chair (and her/his proxy)

**All emails are sent as separate emails for each term/instructor/ course section/student change. For example, instructor Dr. Smith changes 1 student in ENG 101 01 in Fall and 2 students in ENG 100 02 in Fall – 3 mails are sent to the appropriate approvers.**

An email is sent to the instructor indicating the request was denied and to contact the dean for further information