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
COURSE INSTRUCTOR - 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-Service)
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.

****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.
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:
APPENDIX B
Email SAMPLES

INSTRUCTORS:
Notification the request was sent:

Change of grade process started for Jane Student 123456789

Your request to change B to A- grade for 101107812 - Anne F Cameron in Accounting 200 01 - Intro to Accounting has been submitted. You will be notified when the change has been completed.

Click here to Reply, Reply to all, or Forward
Notification the request is approved and updated:

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.
Notification the request is denied:

Denied Grade Change for Jane Student - 123456789

reg@udayton.edu

9:26 AM (0 minutes ago)

Please contact your Chair for further information.

Your request to change B- to A grade for 003964879 - Molly E Dunn in Accounting 200 01 - Intro to Accounting has been denied.

Click here to Reply, Reply to all, or Forward
APPENDIX C
Process Flow Chart

Start process

Is grading open?

Yes

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?

No

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

Yes

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

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

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

Yes

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

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

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

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

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

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

End process

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.