

CHANGE OF GRADE REQUEST

Academic Policy, Form, and Procedure

Academic Policy

The current Benedictine academic catalog policy for an instructor-of-record to change a student's grade is as follows: *A change of grade is permitted only for clerical errors.*

NOTE: Clerical errors may include calculation errors or re-evaluation of already submitted course work. Acceptance of additional class work is not appropriate. An instructor cannot offer an exam to be retaken, or a paper to be rewritten, once the final grade has been posted.

Form

The form includes the following:

- I. Student Information
- II. Course Identification
- III. Grade Change Request
- IV. Grade Change Rationale
- V. Required Signatures original dated signatures from the Instructor-of-Record and the Department Chair or Program Director or Associate Dean (one of these three required).

Procedure

1. When you log into the **MyBenU** system to post grades, the **Change of Grade Request** form is available on the **Grade Roster Type** page, via the following navigation:

2. Log into the **MyBenU** system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.

MyBenU	✓ Benedictine S	taff Homepage	^ C	λ:	Ø
BU Notifications	Academic Records	Manage Classes	Employee Self Service		
	<u>چ</u>				
No current tasks					
Classic Home	Student Financial Account				
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3. Click on Main Menu in the top bar, and navigate through Curriculum Management > Grading > Grade Roster. The Grade Roster search page will open.

Favorites -	Main Menu 🗸
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	BU Student Financials BU Student Records Student Activity Flow Student Activity Flow Self Service Campus Community Student Admissions Student Admissions Records and Enrollment Curriculum Managemer Schedule of Classes Contributor Relations Contributor Relations Set Up SACR Class Roster Worklist Reporting Tools Grading Grade Roster My Preferences

4. Once on the Grade Roster search page, make sure that the Academic Institution code is "BENUV". In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page. Scroll down the page to find the correct term link and click on it. This will return you to the Grade Roster search page with the term populated.

Favorites - Main Menu - Curriculum Management -	> Grading -> Grade Roster	
	Look Up Term	×
	Torm (Lastrastic A)	Help
Grade Roster	Beering begins with	
	Description begins with O	
Enter any information you have and click Search. Leave fields blank for a	Short Description begins with ᅌ	
Find an Existing Value	Look Up Clear Cancel	Basic Lookup
Search Criteria	Search Results	
Academic Institution begins with S BENUV	Only the first 300 results can be display	ved.
Term begins with 🗢 0747	View 100 First 🕚 1-300 o	of 300 🕑 Last
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Search Clear Basic Search 🖾 Save Search Criteria	0759 2020 Fall 20	20 Fall
	0757 2020 Summer 20	20 Summe
	0755 2020 Spring 20	20 Sprin

5. Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear. **NOTE**: If you are teaching only one class in that term, the **Grade Roster Type** page for that class will open [skip step 5].

Find an Existing V	alue			
Search Criteria	I.			
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Term	begins with	0717	Q	
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Case Sensitive				

6. Click on the link for the class from those listed. The **Grade Roster Type** page for that class will open. Immediately above the **Refresh** button located at the bottom of this page you will see the link titled **Change of Grade Request Form**. Click on this link and a PDF will open with the change of grade form.

С	ourse ID Bas	ic and Applied Statistics		Offer Nbr 1		Benedic	tine University
	CJUS	Catalog 250	CI	ass Section			2016 Fall
Us	e Blind Grading			Class Nbr		Dynamic D	ated Semester
*Gra	ade Roster Type	*Description	*Approval St	atus	Approval Date	Final Roster Grading Status	Posting Date
I Fina	al Grade	Final Grade	Approved		10/07/2016	Posted	10/07/2016
	View the Help documen	tation		Change of Gra	ade Request Forr	<u>n</u>	
Save	Return to Search	↑ Previous in List	Next in List	🖹 Notify 🛛 🕄 Re	fresh		
do Boo	ster Type I Grade Boster						

- Print out the Change of Grade Request Form and complete all information. IMPORTANT NOTE: To ensure accuracy of the student academic record, incomplete Change of Grade Request forms will not be processed. All requested data plus signatures are required to allow the Registrar to post a grade change.
- 8. Follow the submission instructions at top of form (Note to Instructor) and bottom of form (Note to Dept Chair or Program Director or Associate Dean).
- 9. As soon as the **Change of Grade Request Form** is received in the Registrar's Office, the transcript grade change will be processed.