Submitting, Reviewing, and Approving Online Grade Change Requests

Please note that paper grade change request forms continue to be accepted. However, if you'd like to take advantage of electronic submission, please follow the below instructions.

- Course sections in terms more than 3 years in the past are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.
- Course sections coded with "H" (Honors) are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.

Instructor Submission Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit
https://www.emich.edu/it/network-access/vpn/index.php for more info and to request VPN access.

1. Login to My.Emich.edu
2. Click "**Instructor Grade Change Request**" link on the *Faculty Academic Services* card (Grades section)
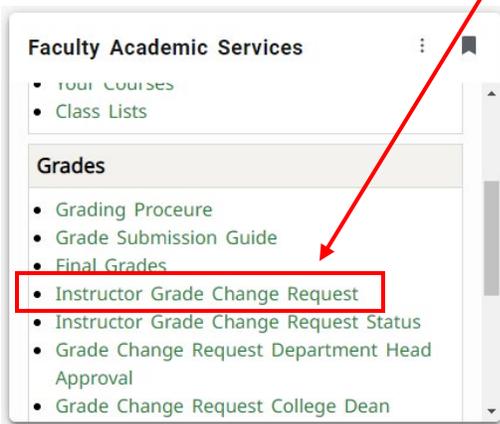
3. Click to select the appropriate term code

4. A list of courses taught in that term will be generated, click to choose the appropriate course

5. The list of students will be generated, click to select the appropriate student
   a. *If more than one student in the chosen course requires a change, the requests must be entered one at a time.*

Note: Click the "Start Over" button to reset the form if you find you've chosen the wrong term, course, or student.

6. Click to select the new grade value

    a. *Please note: Instructors may not change a W grade. While this function has not been removed from the online form, any change from a W grade will be denied upon receipt in Records and Registration and will not be processed.*

    b. *If an I or F grade is chosen as the new grade, a last date of attendance will be required. This date must be within the term the course section was taught, the system will display an error if the date field is left blank or the date doesn't fall within the term selected (the valid date error is not triggered until you've clicked "CONFIRM").*

7. Click to select the grade change reason

a. *If OTHER is chosen, a comment box will appear. A comment must be entered to move forward.*

8. Click Submit

9. Click Confirm

10. You'll be returned to the Instructor Grade Change Request page and presented with the following message: "Grade change request successfully submitted". Click OK to clear the message.
    a. *If you attempt to submit a grade change for a student that already has a change in process, you will be given an error message. You will need to wait until current change is fully processed before submitting again.*


11. Repeat steps 4-11 for as many students as necessary.
12. When finished with all changes, close the browser tab/window.
    a. *The Instructor Grade Change Request page opened in a separate tab/window from My.Emich.*

13. You'll receive an email when the request has been fully processed.
14. To review the status of your requests, click the Grade Change Status tab (*you may also access status directly from the Instructor Grade Change Request Status link on the Faculty Academic Services card (Grades section)*).
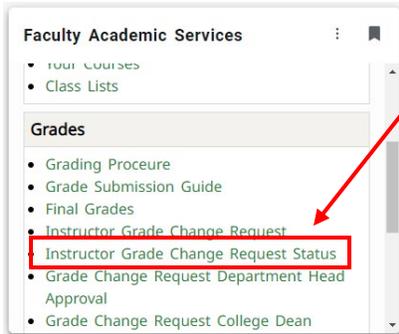
   a. All requests you've submitted will be listed.
   b. Reference the "Location" column to determine where your request is currently awaiting approval. "Location Date" refers to the date/time the request arrived at the listed location.
   c. As the request moves through the approval workflow, dates and applicable comments will be populated:
       i. Dept Approval/Dept Comments/Dept Date
       ii. Dean Approval/Dean Comments/ Dean Date
       iii. Rec and Reg Approval/Rec and Reg Comments/Rec and Reg Date

Note: This page is adaptive to screen size. You can click and drag to resize any column in this view if you find that details aren't fully visible. Move your mouse to the line between column headings until it turns into a double-sided arrow (similar to this: ⬌ *), then click & hold, move your mouse to the desired width, release the mouse button when satisfied. At this time, we cannot change the default width of the columns, so you will need to adjust columns to the desired width each time you login to view the status queue.*

Department Head Review & Approval Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit
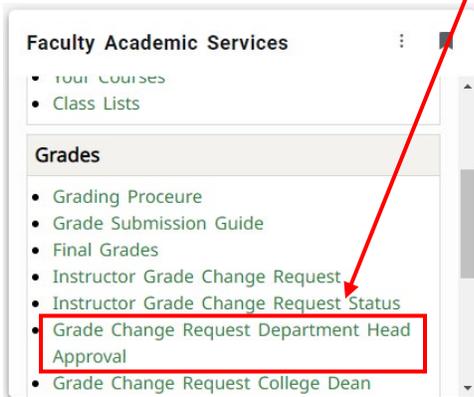*https://www.emich.edu/it/network-access/vpn/index.php for more info and to request VPN access.*

Please Note:

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- Course sections coded with "H" (Honors) are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.

You will receive a notification email if request(s) are waiting in your approval queue.

1. Login to My.Emich.edu
2. Click "**Grade Change Request Department Head Approval**" link on the *Faculty Academic Services* card (Grades section)

3. Click to select the appropriate response under Approval Action

a. *If DENIED is chosen, a comment is required in the Department Comments column.*
b. *Actions & comments can be entered for more than one student in the queue before hitting save.*

4. Click SAVE
5. When finished with all changes, close the browser tab/window.
    a. *The Grade Change Request Department Head Approval page opened in a separate tab/window from My.Emich.*
6. You'll receive an email when the request has been fully processed.

Dean Review & Approval Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit
*https://www.emich.edu/it/network-access/vpn/index.php for more info and to request VPN access*):

Please Note:

- Course sections in terms more than 3 years in the past are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.
- Course sections coded with "H" (Honors) are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.

You will receive notification email if request(s) are waiting in your approval queue.

1. Login to My.Emich.edu
2. Click "**Grade Change Request College Dean Approval"** link on the *Faculty Academic Services* card (Grades section)
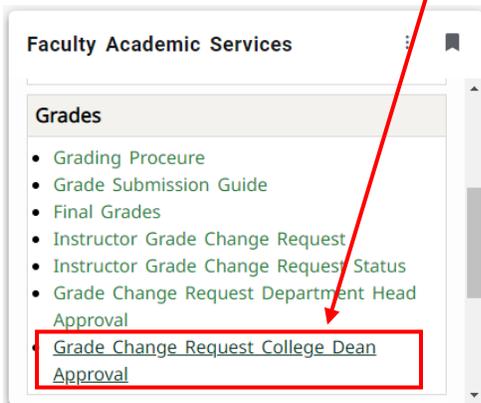
3. Click to select the appropriate response under Approval Action Column
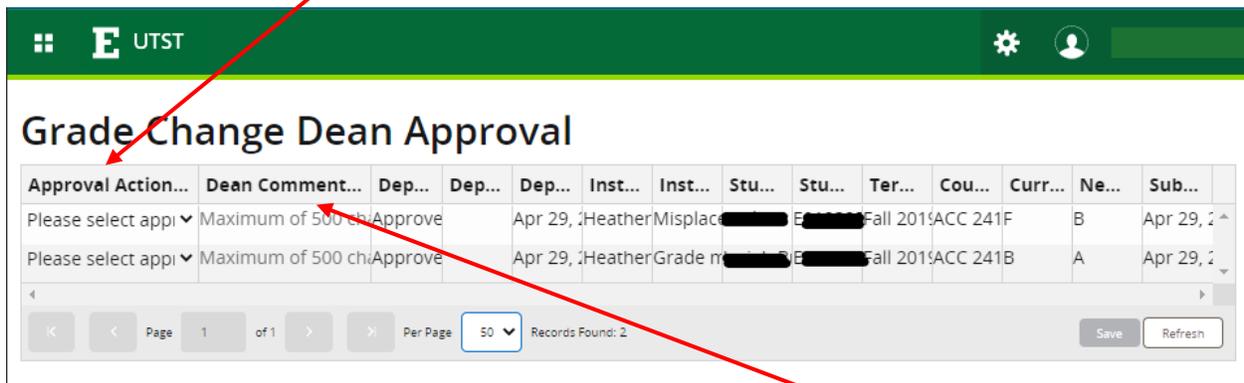
    a. *If DENIED is chosen, a comment is required in the Dean Comments column.*
    b. *Actions & comments can be entered for more than one student in the queue before hitting save.*
4. Click SAVE

5. When finished with all changes, close the browser tab/window.
   a. *The Grade Change Request College Dean Approval page opened in a separate tab/window from My.Emich.*
6. You'll receive an email when the request has been fully processed.