

RECORDS

1.3.5.5 MISCELLANEOUS

1.3.5.5.6 GRADE AUDIT LIST

Objective: To check for entry errors and to verify that only authorized changes have been made to student records

Functional Areas Affected: Office of the Registrar – Corrections/Analysis

Inputs/Source Documents	Screens	Outputs
SIS+	SP1	

STEPS

At the end of each month Program RB135U, Grade Audit List, is set to run automatically (see Student Records, Miscellaneous, Attachments). This list prints out any changes made to the grade field on Screen SP1. It lists the Operator ID, Student Name, SSN, Section ID, Term involved, the Maintenance Date, Previous Grade, and Official Grade. The Assistant Registrar – Student Records performs an audit from this list.

SP1 SPE Academic Maint				SR	AS	BA	HIST	Student, Test												
Screen:		SID: 123456789		Course:			Term: 98S													
										FINANCIAL-AID-FLG:			P	S	T					
Ln	St	Course ID	Credit	Grd	Rul	GT	Off Grd	Prv Grd	Rpt Grd	Career	Ptr	r	p	y	Flags	SPE				
										P	1	2	3	t	c	p	1	2	3	Date
1	E	POLS-1101-004	3.00	U			C	I		1					K	N	N			10-23-1997
2	E	HIST-4630-001	3.00	U			B			1					N	N				10-23-1997
3	E	POLS-4212-001	3.00	U			B			1					N	N	N			01-07-1998
4	D	COMP-1200-004	4.00	U						1					N	N				01-20-1998
5	D	COMP-1200-122		U		NG				1					N	N				01-20-1998
6	E	POLS-4701-001	3.00	U			C			1					N	N				01-13-1998
7	E	SPAN-2202-001	3.00	U			W			1					X	N	N			02-16-1998

- Review the changes made by the various operators. Normally, operators outside of Records Corrections and Analysis should be making changes for the current or future terms only and should involve the removal or addition of “W” grades for enrollment changes. Student and Faculty Services personnel may make grade-to-grade changes during the grading period at the end of a session in the “Clean-up” process.
- Audit ten percent (10%) of the grade changes, not to include the enrollment changes made by operators in Registration and Student and Faculty Services. Mark every tenth change on the list and then review the source documents.

3. Verify the correct changes were made and that the required signatures appear on the documents. The documents may include grade change forms, incomplete grade rosters, incomplete grade conversion cards, and retroactive enrollment changes.
4. If Student and Faculty Services made the grade change, verify that the grade roster and any relevant documents match the entry made in SIS.
5. Place a check mark on the list for each change verified.
6. Should any unauthorized grade changes be discovered, report these in memorandum to the Registrar.
7. This list can also be useful in locating operator entry errors that need correction. Check any unusual entries against the documents to determine the correct status for SIS. Place notes on the list for any entries that were made for correctional purposes. If errors are discovered and corrections need to be made, place notes and the date of entry on the original documents to explain the entries.
8. File the completed audit list in the audit folder in the Assistant Registrar's office.