

Grade Change Tool

The Grade Change Tool allows electronic submission of grade change requests, electronic approval of requests, and automated Banner entry for the majority of grade changes. The purpose of this document is to provide [instructions for the instructor](#) and [instructions for the approver](#). **Be advised that Mac users may encounter difficulties using this tool. As such, a PC or mobile device is recommended. In addition, some users may encounter an error message if they do not clear their browser history. It is recommended that users clear their browser history, close their browser, and open a new browser before accessing this tool.**

Instructor

To access the Grade Change Tool, log into your myMemphis portal and go to your Faculty page. Go to the 'Grade Changes' portlet and click the link to access the tool. You will be taken to the 'Course selection' page. Select a course from the course section dropdown menu and then click 'List students'. Grades for TN eCampus and Law courses will not be able to be changed through this tool; those course sections will not appear in the course section dropdown box.

Course selection

Welcome

Please select a course section:

List students

201810 - American Communities - ANTH3282001
201810 - American Communities Honors - ANTH3282350
201810 - American Communities - ANTH3282M50
201810 - Anthropological Theory - ANTH4065001
201810 - Directed Anth Internshp - ANTH4970002
201810 - Anthropology of Anarchism - ANTH4991001
201810 - Directed Indiv Reading - ANTH7975002
201810 - Intro to International Studies - INTL1101M50
201810 - Anthropology of Anarchy - UNHP4901301

If the term you need to change

stem, please use the [Grade Change paper form](#)

Incompletes cannot be assigned through this tool. If you want to change a grade to an Incomplete, you must use the [Grade Change paper form](#)

Need assistance? [UofM IT Help Desk](#)

To request a grade change for a student:

1. Click the 'Select' box next to the student's name.
2. Select the New Grade from the dropdown box (the student's current grade will not be an option).
3. Select a Reason from the dropdown box.

Repeat steps 1-3 for each student's grade you wish to change before submitting. Submit the grade change request(s) by clicking 'Change grades' at the bottom of the form. Click 'OK' in the grade change submission popup box. **Be advised that it could take a few extra moments for submissions involving multiple students to be processed.**

Home

Enter grade change requests

ANTH3282350 - Spring Term 2018

Please select the student(s) whose grade is to be changed:

Select	Student	Current Grade	New Grade	Reason
<input type="checkbox"/>	U00 Five, Student	A+	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	U00 Four, Student	A	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	U00 One, Student	B+	A <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> Failed to Consider All Work Computational Error Entry Error Excused Absence from Final Incomplete Removed Missed Inc Deadline Student Changed Names Other </div>
<input type="checkbox"/>	U00 Three, Student	B-	<input type="text"/>	
<input type="checkbox"/>	U00 Two, Student	A-	<input type="text"/>	

Student enrolled in ANTH3282350 in term Spring Term 2018

You will **not** be able to change a grade that is currently a W, an IP, or a CR/CR*/NC grade, nor will you be able to change a grade that was counted toward a degree that has already been awarded. You will see an 'ineligible for grade change' message in the New Grade field.

After you have submitted the grade change request(s), you will be taken back to your home page. The student will appear on the course roster with a message that a grade change request is pending for the student.

<input type="checkbox"/>	U00580038 One, Student	B+	Grade change request is pending for this student.
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Communication with Chair and Dean

If an instructor's grade change needs approval, an email will be sent to the approver(s) notifying them of the grade change request(s).

Communication with Instructor

Instructors will receive an email when all approvers have submitted a decision. If the request was approved, the student will also receive an email. If the request was denied, the email to the instructor will include the approver's reason why. If an instructor would like the student to know that the request was denied, it is up to the instructor to communicate that to the student.

Approver

You will receive an email that a grade change request is awaiting your approval. To access the request, click the link in the email and log in with your UUID and password. You will be on the 'Course selection' page. In the top menu, select 'Awaiting approval'.



On your 'Pending grade change requests' page, there will be one or more requests. Choose either the 'Approve' or 'Deny with comment' radio button for each request. If you deny the grade change request, a comment is required. You may process more than one grade change request at a time. When you are done entering information, click 'Save approvals/denials' at the top of the form. **Be advised that it could take a few extra moments for submissions involving multiple students to be processed.**

Pending grade change requests

Save approvals/denials

Please select Approve or Deny. Provide a brief comment for grade change requests that are not approved.

Approve	Deny with comment	Subject/Term	Student	Old Grade	New Grade	Instructor	Reason	First approver (if any)
<input type="radio"/>	<input type="radio"/>	ANTH3282350/201810	One, Student (U00)	B+	A	Instructor, Class	Entry Error	

You will be taken back to your home page, and the request will be removed from your 'Pending grade change requests' page. Any requests not approved or denied will remain on the list.

Communication

If you are the approver and approve the request, emails will be sent to the instructor and the student that the grade has been changed.

If you deny the request, the instructor will receive an email that you denied the request; the email will include the denial reason you submitted.