

New Grade Change Process – early February 2007

Effective early February 2007, the paper Supplemental Grade Change (SGR) forms that are submitted to the Office of the Registrar will be replaced by an online grade change process for any grade rosters in Teaching Support.

After the grade roster for a class is posted to the students' records, a grade change can be requested using a link from the grade roster available in Teaching Support

To access Teaching Support, go to: <https://wolverineaccess.umich.edu>
(Wolverine Access->University Business->Teaching Support).

Grade Change Basics:

- Grades can only be changed after the grade roster has been posted. (Request Grade Change link is not available until grade roster posted.)
- Grades can only be changed by an instructor with "Approve" grade roster access or a proxy assigned "Grade Change" access.
- Some Schools/Colleges will require that certain grade changes are reviewed and approved by staff. Each School/College has different approval rules that are encoded in the system.
- Grade changes are effective immediately once they have been approved.
- The person who requested the grade change (instructor with "Approve" grade roster access or proxy with "Grade Change" access) and School/College grade change approver e-mail group will receive an e-mail confirmation of the grade change.
- Paper grade change request forms will still be required in some cases (e.g., change grade that does not have an electronic grade roster – pre-Web Grades (i.e. before Fall 2005)).

Overall Grade Change Steps:

Grade Change Request

ENGLISH 125	Section: 105	University of Michigan
College Writing	Undergraduate L S & A	Fall 2006
Class Nbr: 25367	Recitation	Regular Academic Session

ID	Name	Enrollment Stat	Grading Basis	Official Grade	To Grade	*Reason for Change	Work Completion Date	Grade Change Status	Comments
11111111	Student,One	Enrolled	Graded	A	A-	Clerical/Math Error		Not Submitted	Comments
22222222	Student,Two	Enrolled	Graded	B					
33333333	Student,Three	Enrolled							
44444444	Student,Four	Enrolled							
55555555	Student,Five	Enrolled							

[Return to Grade Roster](#)

1. Enter the new grade.
Note: The Reason for Change, Work Completion Date, Grade Change Status, and Comments fields will appear for a student after a new grade is entered.
2. Select the **Reason for Change** and when required enter the **Work Completion Date** and click the **Comments** link to enter comments.
3. Click **Submit** to process the grade change request.
Note: You will need to Re-Authenticate before you can submit your grade change request.
4. Review the **Grade Change Status**.
*Note: A Grade Change Status of "Success" signals that the grade change request has been posted to the student's record.
A Grade Change Status of "Awaiting Approval" signals that your grade change request needs to be reviewed by your School/College Grade Change Approver. You will receive an e-mail notification once it is approved or denied.*

Resources/Training:

To view an overview of the grade change process, job aids, and other resources about grade changes go to:
<http://www.umich.edu/~regoff/webgrades.html>.