

Grade Change Process – Instructor Steps

Requirements to change a grade:

- Must be the primary instructor of record for the course/section
 - Secondary instructors/chairs/deans must contact our office for alternate procedure
- Semester/year of course must be within the allowable date range to change that type of grade

Incomplete grades
March 15th Fall/Winter
Oct. 15th Spring/Summer

Grade change due to error
Feb. 15th Fall/Winter
Sept. 15th Spring/Summer

Instructor logs in to myGate and clicks the Grade Change link on the Teaching/Advising tab

Grade Change Request

Instructor: Paul M Lucko (un: plucko)
(Instructor email: wlongworth1@murraystate.edu Student email:)

Who May Submit a Grade Change Request

The primary instructor may submit a grade change. If the primary instructor is not available, the department chair can email msu.records@murraystate.edu for help.

When May Grade Changes be Submitted

Original grades are submitted by the instructor via their myGate. Once grades are rolled to the student's academic history (after the grade submission deadline has passed), primary instructors may request a grade change through this online process (see deadlines and policy statements below).

Graduate Thesis Grade Change Requests

At this time, Graduate Thesis course grade changes cannot be requested through this online process unless they meet one of the deadlines shown below. The primary instructor or department chair may send an email to msu.records@murraystate.edu for help.

Grade Change Deadlines

February 15: deadline to change fall or winter grades due to instructor error
March 15: deadline to change fall or winter incomplete grades
September 15: deadline to change spring or summer grades due to instructor error
October 15: deadline to change spring or summer incomplete grades
5 weeks after semester ends: deadline to change grade for a student pending a degree

Grade Change Policy – Original Grade Submitted in Error

When an error is made in reporting a grade, the instructor may make the necessary change by the deadline. A grade will not be changed after a degree is conferred. Students may not submit missed work, make changes to already submitted work, nor complete additional assignments in order to change a grade of A, B, C, D, or E once the grade has been recorded. Under no circumstance will an appeal of a grade be accepted after one year from the end of the semester in which the grade was received.

Grade Change Policy – Incomplete Grade

A student who receives an I grade must complete the work and the instructor must submit the grade by the deadline, regardless of the student's enrollment status. Should the student fail to complete the coursework within the designated time period, the I will be automatically converted to a grade of E and the GPA will be recalculated.


Once a grade of I has been converted to an E, the grade will not be changed to a passing grade. After a grade of E has been assigned, the student must register, pay for the course, and complete all coursework in a future semester in order to receive credit. Re-registering for the course will not prevent the original I grade from being changed to an E after the deadline has passed.

Cancel

Next

Instructor clicks NEXT to continue.

The Instructor must at least select a TERM from the dropdown menu before clicking NEXT. CRN and Student ID may be left blank or populated.

 **MURRAY STATE**
UNIVERSITY

Grade Change Request

Instructor: Paul M Lucko (un: plucko)
(Instructor email: v Student email:)

Term *


For Quick Entry - enter the CRN and Student ID

CRN

Student ID

If only TERM is selected in previous step, the instructor will then choose a SECTION from the dropdown menu and click NEXT to continue.

***Only courses assigned to that instructor for that specific term will appear on the dropdown menu.*

 **MURRAY STATE**
UNIVERSITY

Grade Change Request

Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020
(Instructor email: wlongworth1@murraystate.edu Student email:)

Section *

Once a section is selected, the instructor will choose the student from the STUDENT dropdown menu and then click NEXT.

MURRAY STATE UNIVERSITY

Grade Change Request

Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020
Section: CRJ-305-01 (CRN: 52770) - Internship
(Instructor email:) Student email:)

Student *

Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020
Section: CRJ-305-01 (CRN: 52770) - Internship
(Instructor email:) Student email:)

Student *

- Select One
- Last name, First Name (ID:M00000000)

The screen will show all of the instructor, course, and student information at the top. The instructor will also see the deadline dates for letter grade errors and incomplete changes. The current grade is displayed directly above the NEW GRADE dropdown menu.

The instructor must select a new grade from the dropdown menu and then list a reason for the grade change.

The screenshot shows the 'Grade Change Request' form for Murray State University. At the top left is the university logo. The title 'Grade Change Request' is centered. Below the title, the form displays instructor and student information: 'Instructor: Paul M Lucko (un: plucko)', 'Term: 202050 - Summer 2020', 'Section: CRJ-305-01 (CRN: 52770) - Internship', and 'Student:'. There are also fields for 'Instructor email' and 'Student email: msu.graduation@murraystate.edu'. The form contains several input fields: 'Letter Grade Error Deadline' with the value '09-15-2020', 'Incomplete Grade Deadline' with '10-15-2020', 'Current Grade' with 'P', 'New Grade *' with a dropdown menu set to 'Select One', and a large text area for 'Reason for Grade Change *'. At the bottom, there are 'Cancel' and 'Submit' buttons. A note at the bottom right states: 'An email confirmation will be sent to you after submission.'

If the instructor attempts to change the grade past the deadline, the following popup box will appear:

The popup message box has a title bar that reads 'msu958-workflow-test.elluciancloud.com says'. The main text of the message says: 'Your request is beyond the deadline for changing letter grades for the chosen semester (see deadlines below). If you have questions, send an email to msu.records@murraystate.edu.' At the bottom right of the box is a blue button labeled 'OK'.

Once the instructor selects a new grade and enters a reason for the grade change, the instructor will click SUBMIT.

MURRAY STATE UNIVERSITY

Grade Change Request

Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020
Section: CRJ-305-01 (CRN: 52770) - Internship
Student: Angelina Corrine Addams (id: M00300855) (un: aaddams)
(Instructor email: wlongworth1@murraystate.edu Student email: msu.graduation@murraystate.edu)

Letter Grade Error Deadline: 09-15-2021

Incomplete Grade Deadline: 10-15-2020

Current Grade: P

New Grade *: E

Reason for Grade Change *: Instructor error. Did not include final exam grade.


Cancel Submit

An email confirmation will be sent to you after submission.

****directly below the SUBMIT button is a note to let the instructor know that they will receive an email confirmation immediately after submission. If they do not receive this email, their request did not go through.**

Sample of email confirmation sent to instructor:

Grade Change Submitted External Workflow Testing x

 **msu.workflow@murraystate.edu**
to wlongworth1, ggoodman1, me ▾

2:24 PM (12 minutes ago) ☆ ↶ ⋮

Grade Change Submitted

Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020 (05-11-2020 - 08-04-2020)
Section: CRJ-305-01 (CRN: 52770) - Internship
Student: Angelina Corrine Addams (id: M00300855) (un: aaddams)

Case status: New Request Started

Case Number: 1072

Original Grade: P

New Grade: E


Instructors Grade Change Reasoning : Instructor error. Did not include final exam grade.

Case History

Task Name	Date and Time	User	Status	Comments
Request	2021-08-30 19:24:00	Wendy Longworth	New Request Started	Instructor error. Did not include final exam grade.

Please do not reply to this email address as it is not monitored for incoming mail. Send all responses to msu.records@murraystate.edu.

The instructor is returned to the main Grade Change Request page. At that point, if the instructor needs to submit additional grade changes, they can do so from landing page. If they are finished, they can click CANCEL and returned to myGate.



Grade Change Request

Instructor: Wendy Renee Longworth (un: wlongworth1)

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Cancel Next