

# Instructor-Initiated Grade Change

1. After logging into PeopleSoft Student Admin, find the Faculty Center under the Main Menu. From here, go to the Grade Roster page. If the course shown is not correct, select Change Class. Otherwise, select Request Grade Change.

Faculty Center Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

2020 Fall | Regular Academic Session | Queen's University | Undergraduate

MUSC 156 - 001 (3103) Change Class

Introduction to Digital Audio recording Editing and Mixing (Lecture)

| Days and Times   | Room | Instructor    | Dates                   |
|------------------|------|---------------|-------------------------|
| Tu 2:30PM-3:30PM | TBA  | Rogalsky,Matt | 2020/09/08 - 2020/12/07 |
| We 4:30PM-5:30PM | TBA  | Rogalsky,Matt | 2020/09/08 - 2020/12/07 |

Display Options

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Approved Posted

Request Grade Change Upload Grades

Student Grade

2. On the Grade Change Request page, enter the student's ID number and their information will appear. Then, you may enter the new grade as a number or letter.

Favorites > Main Menu > Self Service > Faculty Center > Grade Roster > **Grade Change**

Queen's UNIVERSITY

Grade Change Request

Request ID: NEW Completed Incomplete

Created By: Matthew Rogalsky

2020 Fall | Regular Academic Session | Queen's University | Undergraduate

MUSC 156 - 001 (3103)

Introduction to Digital Audio recording Editing and Mixing (Lecture)

| Days and Times   | Room | Instructor | Dates                   |
|------------------|------|------------|-------------------------|
| Tu 2:30PM-3:30PM | TBA  |            | 2020/09/08 - 2020/12/07 |
| We 4:30PM-5:30PM | TBA  |            | 2020/09/08 - 2020/12/07 |

| WF                       | Student ID           | Display Name | Original Grade | Grd Scheme | Grading Basis | New Grade            | Grade Change Code    | Deg. Cand.               | Grade Change Reason |
|--------------------------|----------------------|--------------|----------------|------------|---------------|----------------------|----------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="text"/> |              |                |            |               | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |                     |

Select All Deselect All

Get All Remove Unused Remove Errors

Quick Entry

\*Grade Change Code

Add reason to selected Students

Approval Request Actions

Save Submit

Upload Grades From File

Return

3. Choose a Grade Change Code (the reason for the change) by clicking on the magnifying glass beside the field, and selecting one from the list.

Reason Long      Details    Approval    Posted

Look Up Grade Change Code Help

Academic Institution: QUNIV  
Academic Career: UGRD  
Grade Change Code: begins with

Look Up    Clear    Cancel    Basic Lookup

Search Results

View 100      First    1 of 6    Last

| Grade Change Code | Description                    |
|-------------------|--------------------------------|
| CALCERROR         | Calculation Error              |
| CRSEWKCOMP        | New Coursework Completed       |
| CRSREASSES        | Coursework Reassessed          |
| DEFEXAM           | Deferred Exam Written          |
| OTHER             | Additional Reason Was Provided |
| RESRCHBUMP        | Research Bump                  |

4. Check the Deg.Cand. box (highlighted in the second image) for priority processing, i.e. if the change is for a degree candidate who will be graduating and needs their transcript as soon as possible.
5. It may be necessary to enter the same Grade Change Code in the duplicate Quick Entry field (highlighted in the second image).
6. Select Save, then Submit.