Grade Change Request
Instructor/Appraiser

The University of Mississippi
End User Documentation
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Support: 662-915-5222 Email: helpdesk@olemiss.edu

General Grade Change Request FAQs:

Who can submit a grade change request?
A grade change request can be initiated by the instructor of record, an approved appraiser for the specific course, the chair of the department owning the course or the dean of the school/college owning the course.

Who has to approve the request?
A request initiated by an instructor or appraiser has to be approved by the chair of the department and the dean of the college/school owning the course.

Which grades can be changed?
During current grade posting window: Requests can only be submitted for finalized grades. These requests will be automatically processed without further approvals.

For closed grade posting window: Requests can be submitted as a change of grade or late grade. These changes will be processed after all approvals have been granted.

Does the student have to be currently enrolled?
No.

Will I be notified when the request is complete?
Once a request has been completed, an email confirming the grade change will be sent to the request initiator and the course instructor(s). A nightly notification email will be sent to the chair and dean.

When will the student be notified?
Once a grade change request has been completed, a separate email will be sent to the student after progression has run.
General Grade Change Request FAQs:

What if after submitting the request, I notice I entered some information incorrectly. What do I do?
Notify your department chair who can select to have the request returned to you. Once the request has been returned, you can modify and re-submit it.

HOW DO I….?

SUBMIT A GRADE CHANGE REQUEST (Instructor/Appraiser)

Grade Change Request Menu Path:

Log into my.olemiss.edu => Select the Faculty tab => Course Administration (Click on the + sign to show apps.) => Class Rolls and Grades => Select academic term and year from the dropdown boxes. => Submit.

![Class Rolls and Grades Menu Path](image-url)
1. Under the appropriate course, use the dropdown box to select “Final Grades - View/Change.” => Go button.

2. Find the appropriate student and click on the pencil to “Change Grade.”

Student names and student numbers will be listed here.
3. Select the new grade. Select a reason from the dropdown box. Then, **Submit Request.** Important Note: Please see next page, if the grade is being changed to an “I” (Incomplete).
3a. If the grade is being changed to an “I” (Incomplete), enter the date the work needs to be completed.

3b. Enter the instructions and details for what needs to be completed in the “Additional Comments….” box. Then, Submit Request.

**Note:** Comments must be entered in the Additional Comments... section if “Incomplete Grade” or “Other Reason...” is selected as a reason for the request.
VIEW/UPDATE A REQUEST RETURNED TO ME

Login to myOleMiss.edu => Select the Faculty tab => Grade Change => Grade Change Overview. A list of requests pending your approval will be displayed. => Select the appropriate Request ID link for the grade change request and make modifications. => Then, Submit Request.

CHECK THE STATUS OF A PENDING GRADE CHANGE REQUEST

Login to myOleMiss.edu => Select the Faculty tab => Grade Change => Grade Change Overview. A list of requests pending your approval will be displayed. => Select the appropriate Request ID link for the grade change request and make modifications. => Then, Submit Request.

Select Requests Acted Upon by Me to view the list of grade change requests initiated by you, the Instructor.
Select "Requests Pending My Approval" to return to the list of the pending requests.

**Request Statuses:**

CMPL – Request is complete.
DENY – Request has been denied.
NEW – Request has been submitted, but no action has been taken.
PND – Request has been processed by at least one approver.
REG – Grade change has been completed, waiting for Registrar to finalize.
RET – Request has been returned to initiator.