Change Grades

Before you can use the steps below to change grades using Teaching Support you need “Approve” – grade roster access and grade rosters must be posted.

Note: In some rare cases when a student does not appear on the Grade Change Request page, a paper form must be used to request a grade change. See page 3 for more information.

1. Type https://wolverineaccess.umich.edu in your web browser.
2. Click University Business.
3. Click Teaching Support.
4. Log in using your uniqname and UMICH (Kerberos) password.

If you encounter problems with your uniqname and UMICH (Kerberos) password, refer to: http://www.itd.umich.edu/accounts.

NOTE: If you have an MToken, enter your Tokencode.

For more information, refer to: http://www.mais.umich.edu/mtoken/

5. Click Record Grades.
6. Select the Term.
    Winter 2008

7. Select the class.

8. Click Request Grade Change.

9. Enter or select a new grade.

   NOTE: The Reason for Change, Work Completion Date, Grade Change Status, and Comments fields will appear after a new grade is entered.

10. Select the Reason for Change and when required enter the Work Completion Date and click the Comments link to enter a comment.

<table>
<thead>
<tr>
<th>Reason for Change</th>
<th>Work Completion Date Rqd</th>
<th>Comments Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-evaluated Work on</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Incomplete Work/Exam Completed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Clerical/Math Error</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

NOTE: See the next page for more information about comments.
Change Grades

COMMENTS NOTE:
A. Enter your comment in the Comment box and click OK.
   - If a comment is required and not entered, you will receive an error when submitting.
   - Comments can be entered when not required.
B. System generated comments appear in the Comment Data area.
   - Each time information is entered and submitted about a grade change request, this is logged by the system in the Comment Data area.

11. Click Submit.
   NOTE: Multiple grade change requests can be submitted at the same time.

12. Re-enter your password and click Re-Authenticate to submit your grade change request(s).
   NOTE: If you have an MToken, enter your Tokencode.
   For more information, refer to: http://www.mais.umich.edu/mtoken/

13. Review the Grade Change Status.
   NOTE: Each School/College has their own grade change rules encoded and has determined if certain grade changes need to be reviewed.
   Grade Change Status values include:
   - Success: The grade change request does not need to be reviewed. It is immediately posted to the student’s enrollment record. You will receive an e-mail confirmation.
   - Awaiting Approval: Your grade change request must be reviewed and approved by the Grade Change Approver from the student’s School/College. The Grade Change approver receives an e-mail that grade request is ready for review.
   You will receive an e-mail after your grade request has been processed. The e-mail will notify you whether your request was approved or denied.
   NOTE: If an error message appears next to the Comments link, contact the MAIS Help Desk (maishelpdesk@umich.edu or 734-936-7000).

14. Perform the 4-step logout process.
   - Sign Out of Teaching Support.
   - Log Out of Wolverine Access.
   - Click Logout on the Logout screen.
   - Click Yes on the Security Alert screen.
When to use a paper Grade Change Request form

Rare case when the electronic grade change process is NOT used:

- Grade originally submitted on a paper grade roster and there is no web grade roster.
- If a student has been attending the class and is not listed on the Request Grade Change page.
- Modification of credit hours.
- Modification of grading basis.
- There are times when a student already has a grade entered, e.g. W, VI. These grades cannot be changed on the grade roster. If you believe the W or VI grade is incorrect, please submit a grade change on a paper Grade Change Request form.

About the Grade Change Request Grade Symbols

The grade symbols used in the grade change process are listed below.

Grade Symbols:

A, B, C, D, E  Letter grades that may be qualified with a + or –.
I  Most Schools/Colleges require an “I” grade be changed to an “I + Letter Grade.”
IA+, IA, IA-, IB…  The course extends beyond the published schedule of term. Y symbol may be used only if class is approved as an extended class.
Y  No Report

Grade Symbols that may be used if the class is approved for Pass/Fail, Satisfactory/Unsatisfactory, Credit/No Credit:
P  Pass
F  Fail
S  Satisfactory
U  Unsatisfactory
CR  Credit
NC  No Credit

Check unit policy for unit/specific grading patterns (e.g., graduate business).

Prepopulated Grade Symbols (do not change these symbols):

W  Official Withdrawal
VI  Class elected as Audit or Visit.