

FACULTY CENTER – CHANGING GRADES – REFERENCE GUIDE

INTRODUCTION

Online grade changes can be submitted through the **My Schedule** screen in your portal Faculty Center. **Note:** The change access is not on the grade roster!

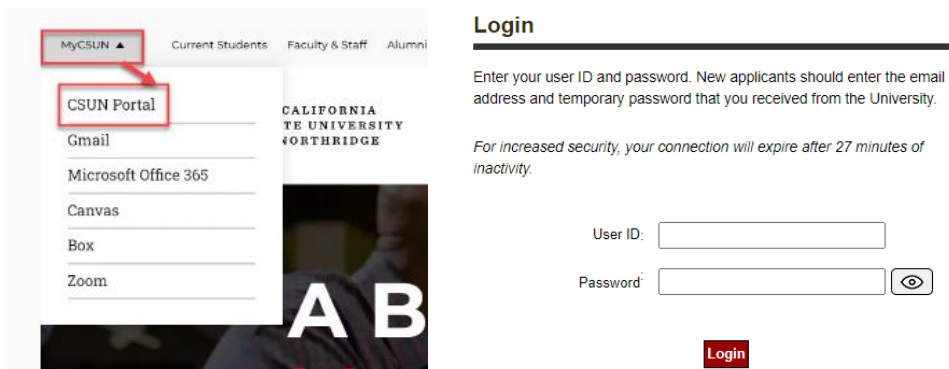
Other Notes:

- A current browser should be used. A list of compatible browsers can be found at: <http://www.csun.edu/sites/default/files/browsers.pdf>
- Pop-up blockers should be disabled. Some warnings or errors appear as “pop-up” windows so make sure to disable your browser’s pop-up blockers or risk not being able to see them as they appear.
- Grade changes submitted within one term since the original grade was assigned require Department Chair approval. (With the exception of "I" grades - they do not require Chair approval if changed within two terms since the original term.)
- Grades changes submitted more than one term since the original grade was assigned require Associate Dean approval.
- There will be a one week blackout period for grade changes at the end of each term.

Accessing the Faculty Center

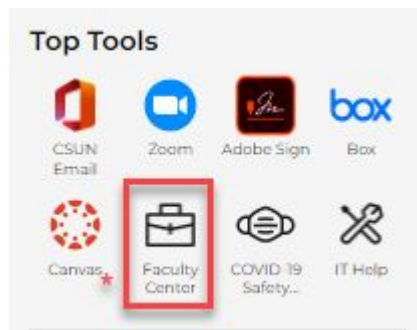
1. Go to: <http://www.csun.edu>
2. Select **CSUN PORTAL** from the **MyCSUN** drop-down list.
3. Enter your username and password.
4. Select the **Login** button.

Figure 1 – CSUN Portal Login



5. Select the **Faculty Center** shortcut in the **Top Tools** section of the right side pane.

Figure 2 – Faculty Center Link



Changing Grades

The **Faculty Center - My Schedule** page displays.

1. Verify that you are looking at the correct term. If not, select the **Change Term** button at the top of the page to select the correct term.
2. Select the **Req. Grade Change** button next to the course you want to work with.

Figure 3 – My Schedule Page: Request Grade Change button:

Faculty Center

My Schedule

Spring Semester 2020 | CSU Northridge Change Term My Exam Schedule

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > Spring Semester 2020 > CSU Northridge

Personalize | View All | | First 1-2 of 2 Last

	Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates	
		(Lecture)	30	30		MoWe 11:00AM - 12:40PM	JR 316 Language Lab	Jan 21, 2020-May 8, 2020	Req. Grade Change
		(Lecture)	30	16	14	TuTh 11:00AM - 12:15PM	JR 316 Language Lab	Jan 21, 2020-May 8, 2020	Req. Grade Change

View Weekly Teaching Schedule Go to top

3. The **Grade Change Roster** displays (Figure 4).

Figure 4 – Grade Change Roster

Online Grade Change Request

Spring Semester 2020 | CSU Northridge

"Requests for grade changes can be made only for classes with posted grades and for students who have not received their degrees. Requests to change grades that have been excluded from the calculation of the GPA due to the application of the Grade Forgiveness Policy cannot be submitted electronically.

Note that you may not request to change grades that appear in red. Please contact the Registrar's Office if you have any questions."

[Return to My Schedule](#) [Submit](#)

Student ID	Last Name	First Name	Official Grade	Grade Change Request Status	Grading Scheme	Grading Basis	Change Grade To	Reason Code	Date Work Completed /Date Last Attended	Add Comments	Reset
1			C		UG	GRD	▼	▼		Add Comments	Reset
2			A		UG	GRD	▼	▼		Add Comments	Reset
3			A-		UG	GRD	▼	▼		Add Comments	Reset
4			B		UG	GRD	▼	▼		Add Comments	Reset

4. In the **Change Grade To** field, select the appropriate grade from the drop down menu.

5. In the **Reason Code** field – select the appropriate choice from the drop down menu:

- Calculation Error - An error was made in the calculation of the original grade.
- Entry Error - An incorrect grade was entered by mistake.
- Grade Appeal - Change is the result of a formal or informal grade appeal.
- Incomplete Removal - Changing an Incomplete to a final grade once the student has completed the work for the course.

Notes:

- When changing a grade to an 'F', 'WU' or 'I' a last attended date must be entered. This date must be within the start and end dates of the original term.
- When changing an 'I' grade to a permanent grade, a work completed date must be entered. This date must be after the end date of the original term.

- When finished entering changes on the roster, click the Submit button. The submission confirmation message will display.

Figure 5 – Grade Change Roster

Online Grade Change Request

Spring Semester 2020 | CSU Northridge

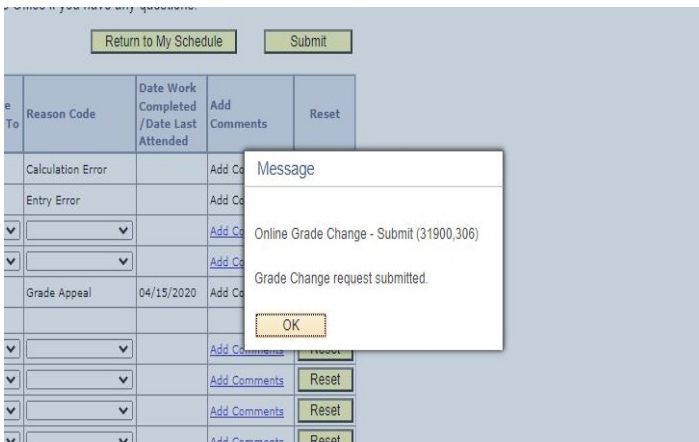
"Requests for grade changes can be made only for classes with posted grades and for students who have not received their degrees. Requests to change grades that have been excluded from the calculation of the GPA due to the application of the Grade Forgiveness Policy cannot be submitted electronically.

Note that you may not request to change grades that appear in red. Please contact the Registrar's Office if you have any questions."

Return to My Schedule Submit

	Student ID	Last Name	First Name	Official Grade	Grade Change Request Status	Grading Scheme	Grading Basis	Change Grade To	Reason Code	Date Work Completed /Date Last Attended	Add Comments	Reset
1				C		UG	GRD	A	Calculation Error		Add Comments	Reset
2				A		UG	GRD	C	Entry Error		Add Comments	Reset
3				A-		UG	GRD				Add Comments	Reset
4				B		UG	GRD				Add Comments	Reset
5				C		UG	GRD	F	Grade Appeal	04/15/2020	Add Comments	Reset

Figure 6 – Change Request Confirmation Message



Reviewing Submitted Changes

The **View Grade Change Request** button, at the bottom of the My Schedule page, is used to view the status of grade change requests.

Grade Change Request List

Return to My Schedule

Online Grade Change Request Detail

Student ID	Student Name	Term	Class #	Subj/Cat#
		FA2019		

Chg. Req. ID	Request DT/TM	Orig. Grade	Change To	Chg Reason	Status	Instructor Comment	Enroll Request ID/Seq#	Last Updated
10	06/15/20 3:49PM	F	D-	CALC	In-process			

Approval Status

NR_GRADE_CHG_REQID=10:Pending

Approval Process

```

graph LR
    A[Approved  
Online Grade Change - Approver  
06/15/20 - 3:53 PM] --> B[Skipped  
No approvers found  
Online Grade Change - Dean Apr]
    B --> C[Pending  
Multiple Approvers  
Error Step]
  
```

- Once the grade change request has received the final approval the change will be made in the student's record immediately and notification emails will be sent to both the student and the requesting faculty member.

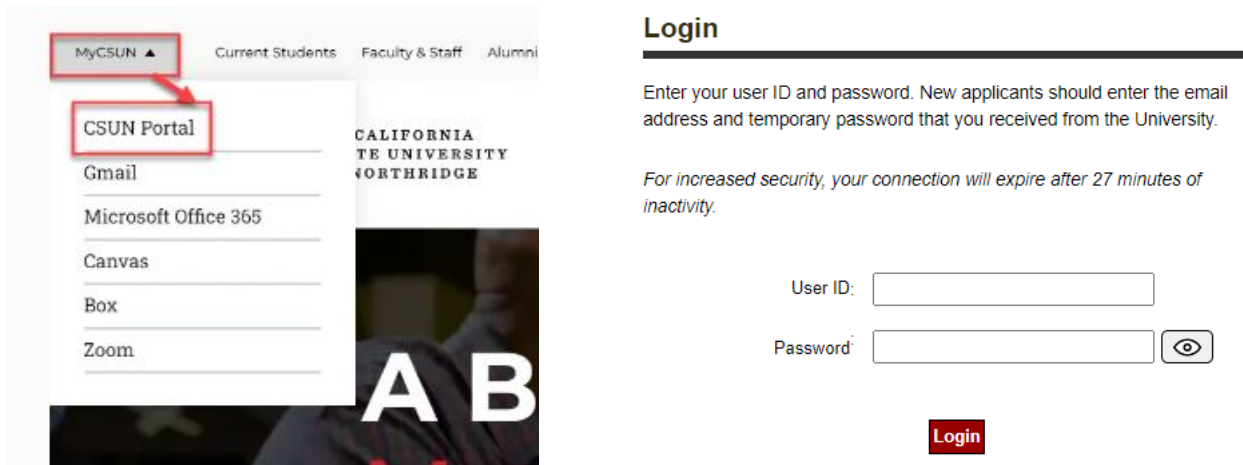
Approving Grade Change Requests - Department Chairs and Associate Deans

When a faculty member submits a grade change request it will automatically be routed to the appropriate approver and the approver will receive a notification email. The following steps detail how to review and approve or deny grade change requests.

Accessing the Grade Change Review Screen

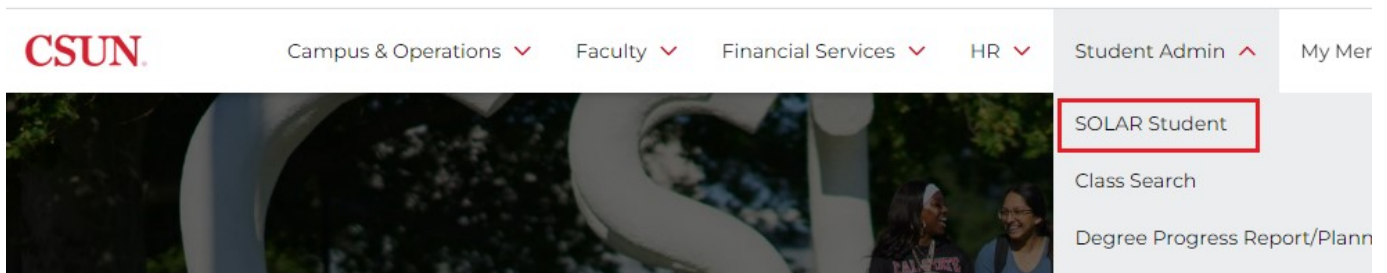
- Go to: <http://www.csun.edu>
- Select **CSUN PORTAL** from the **MyCSUN** drop-down list.
- Enter your username and password.
- Select the **Login** button.

Figure 1 – CSUN Portal Login



- From the **Student Admin** drop-down menu, select **SOLAR Student**.

Figure 2 – SOLAR Student



6. Select **CSUN SA**, then select **Use** under the **Colleges and Departments** menu.

Figure 4 – CSUN SA Link



Figure 5 – Colleges and Departments Menu



7. Select **Grade Change Request**.

Figure 6 – Grade Change Request Link



Reviewing Submitted Changes

8. The Grade Change Request List displays.
9. Click the **Review** button to work with a particular request.

Figure 6 – Grade Change Request List

Grade Change Request List

Filter by Approval Status: Filter by Term:

Grade Change Request by Class										
Grd Chg ReqID	Instructor	Term	Class Nbr	Subject	Catalog	Approval Status	Date Submitted	Student ID	Student Name	Review
1 1		2203	14357		102	Pending	06/15/2020			Review
2 2		2203	14357		102	Pending	06/15/2020			Review
3 3		2203	14357		102	Pending	06/15/2020			Review
4 4		2203	14357		102	Pending	06/15/2020			Review

Note: The list can be filtered by Approval Status and Term.

8. Enter any comments desired and click the **Approve** or **Deny** button.

Figure 7 – Grade Change Review

Grade Change Requests - Approval Process

Instructor ID: [redacted] Name: [redacted]
 Term: 2203 Spring Semester 2020
 Class Nbr: 14357
 Grade Chg Req ID: 1

[Return to Previous Page](#) [Review Next](#)

Grade Change Request									
Student ID	Student Name	Official Grade	Grade Change to	Grade Chg Reason	Grad Chg. Req. Status	Request Submitted Date/Time	Instructor Comment	Approve	Deny
[redacted]	[redacted]	A	B	CALC	Pending	06/15/2020 3:23PM	Added up the quiz scores incorrectly.	Approve	Deny

Approval Status
 NR_GRADE_CHG_REQID=1: Pending

Approval Process
 Pending
 Online Grade Change - Approver

Approver Comments

Note: Comments are required for any denials.

9. Once an action has been taken on the request the Approval Status updates. Select the Review Next button to move to the next request on your list.

Figure 8 – Grade Change Review

Grade Change Requests - Approval Process

Instructor ID: [redacted] Name: [redacted]
 Term: 2203 Spring Semester 2020
 Class Nbr: 14357
 Grade Chg Req ID: 1

[Return to Previous Page](#) [Review Next](#)

Grade Change Request									
Student ID	Student Name	Official Grade	Grade Change to	Grade Chg Reason	Grad Chg. Req. Status	Request Submitted Date/Time	Instructor Comment	Approve	Deny
[redacted]	[redacted]	A	B	CALC	Approved	06/15/2020 3:23PM	Added up the quiz scores incorrectly.	Approve	Deny

Approval Status
 NR_GRADE_CHG_REQID=1: Approved

Approval Process
 Approved
 Online Grade Change - Approver
 06/15/20 - 3:28 PM

Approver Comments

Notes:

- Once the final approval for a request has been made the change is made immediately on the student's record and email notices are sent to both the student and requesting faculty member.
- If a request is denied an email is sent only to the requesting faculty member.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).