Processing Online Grade Changes

Electronic grade changes may be completed by the instructor of record in Joe'SS. The deadline to initiate an electronic grade change must occur within one calendar year after a term has ended.

Electronic grade changes may not be submitted for the students who have graduated. Students who have been awarded a degree will be listed in the grade roster however the ability to select a new grade will not be available.

Reports of Electronic grade change will be available to Department Chairs and Dean through Cognos. The Registrar will also send a grade change report at the end of every semester to capture all grade changes that have been submitted online.

Grade changes requested after one year will require the paper form submitted by the instructor and signed by the Department Chair. The grade change should be submitted to the Registrar's Office for processing once all signatures are complete.
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1. Log on to Joe'SS
2. Click on the “Faculty Center” link
3. Select the term for which you want to change the grade by selecting the “changenterm” button

Select the term and then click on continue
After you select continue – select the grade roster for the class you want to make a grade change
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1. After selecting the grade roster icon you will be taken to the grade roster for the past term you selected. From there you will need to select the “Request Grade Change” button.
2. Once you have selected the “Request Grade Change” button you will be taken to a page that has the Official Grade and which now allows you to change the grade. **Please note:** If a student's grade is grayed out, then you must submit a paper Change of Grade form with the appropriate signatures and documentation.

3. Instructors who submit grade changes will need to enter a “Reason” for the grade.

4. Change by selecting the hour glass next to the grade that is being changed. The Reason options appear below.
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5. The reason codes are listed below and were approved as a part of the electronic grade change policy:

Select one of the following values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMC</td>
<td>Academic Misconduct</td>
</tr>
<tr>
<td>CHGI</td>
<td>Change from Incomplete</td>
</tr>
<tr>
<td>CMRM</td>
<td>Completed Remediation</td>
</tr>
<tr>
<td>INER</td>
<td>Instructor Error</td>
</tr>
</tbody>
</table>

Once you have selected a Reason code – scroll to the bottom of the grade change roster and select “Submit.”

6. Once you select submit you can scroll back and you will see “success” next to the grade change reason.

Should you encounter an “Error” please click on the hyper link and then contact the Registrar’s Office at 341-4181 or registrar@mst.edu for assistance.

Please note: All electronic grade changes will be reported back to the academic unit who owns the course with the name of the instructor who changed the grade, the date and time the grade was changed and the reason for the grade change.