

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.

Processing Online Grade Changes

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 "changeterm" button

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

2017 Fall Semester | Missouri S&T

change term

[Final Exams](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2017 Fall Semester > Missouri S&T

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status

Select the term and then click on continue

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

Select Term

[View FERPA Statement](#)

CONTINUE

Select a term then select Continue.

Term	Institution
<input type="radio"/> 2018 Fall Semester	Missouri S&T
<input type="radio"/> 2018 Summer Semester	Missouri S&T
<input type="radio"/> 2018 Spring Semester	Missouri S&T
<input checked="" type="radio"/> 2017 Fall Semester	Missouri S&T
<input type="radio"/> 2017 Summer Semester	Missouri S&T
<input type="radio"/> 2017 Spring Semester	Missouri S&T
<input type="radio"/> 2016 Fall Semester	Missouri S&T
<input type="radio"/> 2016 Summer Semester	Missouri S&T
<input type="radio"/> 2016 Spring Semester	Missouri S&T

Processing Online Grade Changes

After you select continue – select the grade roster for the class you want to make a grade change

Faculty Center Advisor Center Search
my schedule class roster grade roster

Faculty Center

My Schedule

2017 Fall Semester | Missouri S&T

[change term](#)

[Final Exams](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2017 Fall Semester > Missouri S&T

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
		14	TuTh 2:00PM - 3:15PM	Centennial Hall 213	Aug 21, 2017- Dec 8, 2017	Approved
		0	TBA	Arranged	Aug 21, 2017- Dec 8, 2017	
		17	Tu 12:00PM - 2:00PM	Centennial Hall 213	Aug 21, 2017- Dec 8, 2017	
		17	Th 12:00PM - 2:00PM	Centennial Hall 213	Aug 21, 2017- Dec 8, 2017	Approved

[View Weekly Teaching Schedule](#)

[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Processing Online Grade Changes

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

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

2017 Fall Semester | Regular Academic Session | Missouri S&T | Undergraduate

▼ ART 1164 - 1A (71767) [change class](#)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Centennial Hall 213		08/21/2017 - 12/08/2017

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> Posted Request Grade Change
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[incomplete grade agreements](#)

Processing Online Grade Changes

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.

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

Grade Change Request

2017 Fall Semester | Regular Academic Session | Missouri S&T | Undergraduate

Days and Times	Room	Instructor	Dates
Th 12:00PM-2:00PM	Centennial Hall 213		08/21/2017 - 12/08/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason
1		Enrolled	Graded	A ▼	<input type="text"/> 🔍
2		Enrolled	Graded	A ▼	<input type="text"/> 🔍
3		Enrolled	Graded	A ▼	<input type="text"/> 🔍
4		Enrolled	Graded	A ▼	<input type="text"/> 🔍
5		Enrolled	Graded	A	<input type="text"/> 🔍

Processing Online Grade Changes

- The reason codes are listed below and were approved as a part of the electronic grade change policy:

Select one of the following values:

[ACMC](#) [Academic Misconduct](#)
[CHGI](#) [Change from Incomplete](#)
[CMRM](#) [Completed Remediation](#)
[INER](#) [Instructor Error](#)

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

[Return to Grade Roster](#)

SUBMIT

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

- 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.