

Requesting a Grade Change on Behalf of an Instructor

Overview

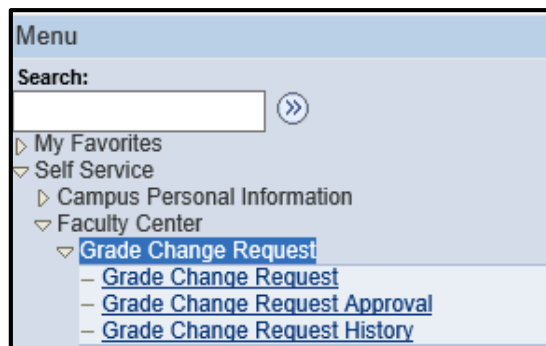
The PeopleSoft Faculty Center now allows for Department Chairs to submit a grade change on behalf of a faculty member. In addition, Department Chairs can monitor the progress of grade changes that they have submitted.

Grade Change Request Availability

The ability to request a grade change on behalf of an instructor is limited to authorized Department Chairs. **Note: The Office of the University Registrar maintains this access and must be contacted in order to authorize access.** If a term or a class is not listed, please contact the Office of the University Registrar.

Access Your Faculty Center

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account credentials. Next, click the **Faculty Center** link on the right side of your portal homepage. To navigate to the Grade Change Request folder, click **Self Service>Faculty Center>Grade Change Request** (if you are a faculty member) or **Records and Enrollment>Pitt Student Records>Grade Change Request**. The navigation is shown below:



There are three distinct links in the Grade Change Request (GCR) folder:

- [Grade Change Request](#)
- [Grade Change Request Approval](#)
- [Grade Change Request History](#)

This document will explain how to navigate to each page and what function each one serves.

Grade Change Request

To submit a grade change request (GCR) on behalf of an instructor, navigate from **Self Service>Faculty Center>Grade Change Request>Grade Change Request** (if you are a faculty member) or **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request**. The Instructor ID must be filled in before the rest of the form can be completed. You can do this by either manually typing in the ID or by performing a look up. Any field with an asterisk must be completed, otherwise an error message will state the necessary information that is needed and the form will not be processed when the submit button is clicked. **Note: You can only search for instructors that are in departments in which you are authorized. In addition, if you are submitting a GCR for yourself enter in your own ID number.**

University of Pittsburgh DEPTCHAIR Logged On INUSIS55

Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request

Grade Change Rqst

Request ID: 000000075

*Instructor ID:  Name:

*Reason:

Student Information

Student ID: _____ Name: _____

Career: _____ Academic Program: _____

Class Information

Term: _____ Description: _____

Class Nbr: _____ Description: _____

University of Pittsburgh DEPTCHAIR Logged On I

Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > G

Grade Change Rqst

Request ID: 00000

*Instructor ID:

*Reason:

Student Information

Student ID: _____

Career: _____

Class Information

Term: _____

Look Up Instructor ID

Empl ID: begins with

First Name: begins with

Last Name: begins with

Look Up Clear Cancel Basic Lookup

A drop down menu will appear with five reasons for the grade change. If “Other” is selected another field called “Specify Reason” will appear just below, this field must be completed.

University of Pittsburgh DEPTCHAIR L

Favorites | Main Menu > Self Service > Faculty Center > Grade Chang

Grade Change Rqst

Request ID: 000000075

*Instructor ID: 1234567  Name: TEST INST

*Reason:

Student Inform

*Student ID: _____ Name: _____

Career: _____ Name: _____

Class Informati

Term: _____ Description: _____

Class Nbr: _____

Completed Work

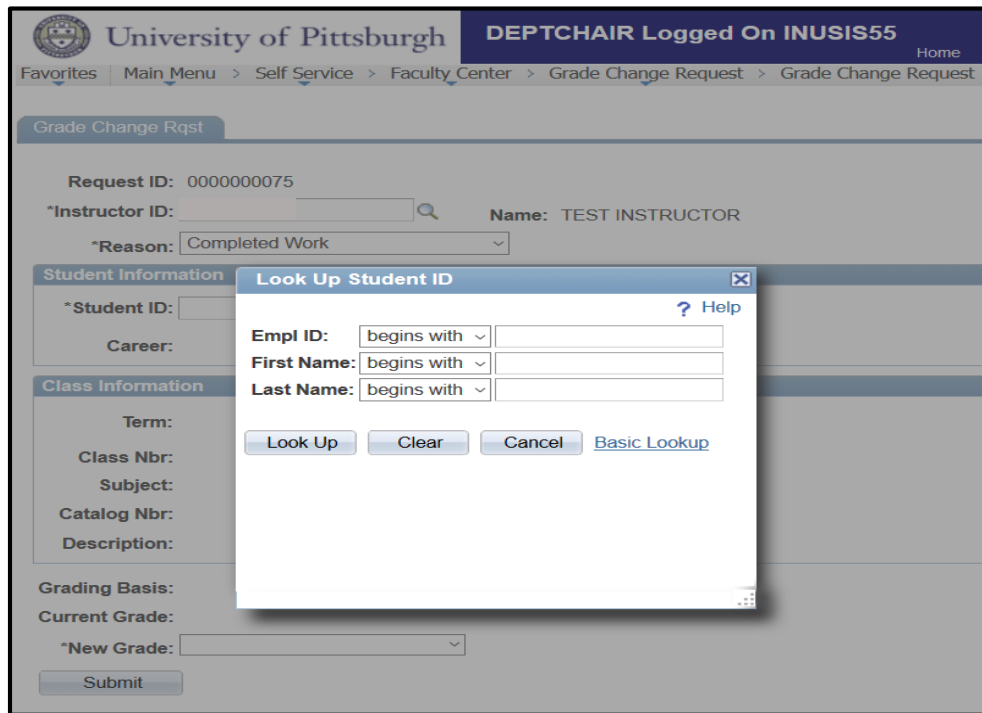
Miscalculation

Other

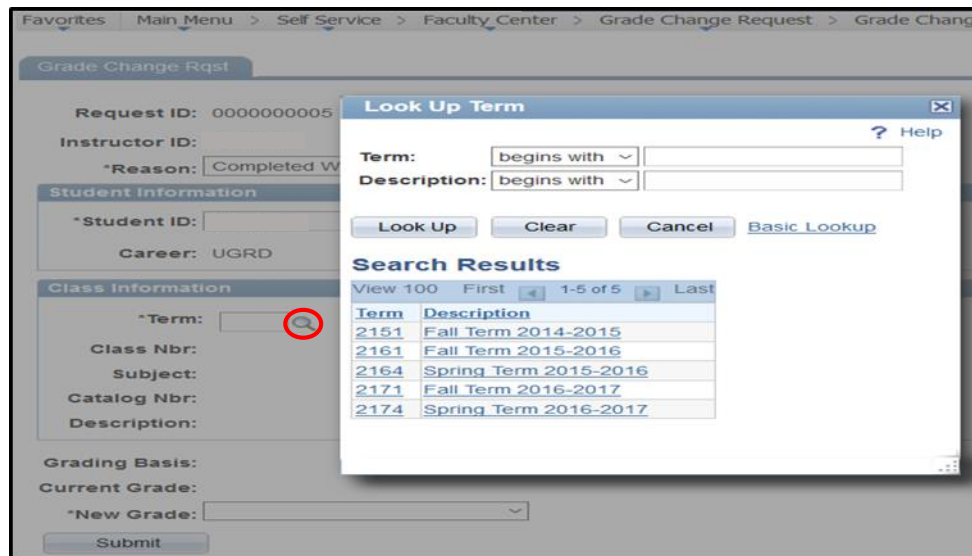
Re-evaluated Work

Wrong Grade Entered

Enter the Student ID. You can do this by either manually typing in the ID number or by selecting the magnifying glass to look up a student. By selecting the magnifying glass one can search by ID number, first name or last name. **NOTE: Only students that the instructor have taught will appear.**



The Class Information box will automatically populate with the course details. If an instructor has taught a student more than once they can use the magnifying glass that appears next to the Term or Class Number to look up the class to be changed. The Department Chair can then select the class for a grade change.



In addition, the current grading basis and grade will be displayed. **NOTE: No blank grade can be entered and a different grade from the one already assigned must be selected. Only grades from the grading basis that the student signed up for can be selected.** When the grade is selected click the submit button. A dialogue box will appear making you confirm the Change of Grade submission.

Favorites | Main Menu > Self Service > Faculty Center > Grade Change Request > Grade Change Request

Grade Change Rqst

Request ID: 000000075

*Instructor ID: Name: TEST INSTRUCTOR

*Reason:

Student Information

*Student ID: Name: TEST B STUDENT

Career: Program: Dietrich Sch Arts and Sciences

Class Information

*Term: Description: Spring Term 2015-2016

Class Nbr: Description: Chemistry

Subject:

Catalog Nbr:

Description: EXPERIENCE

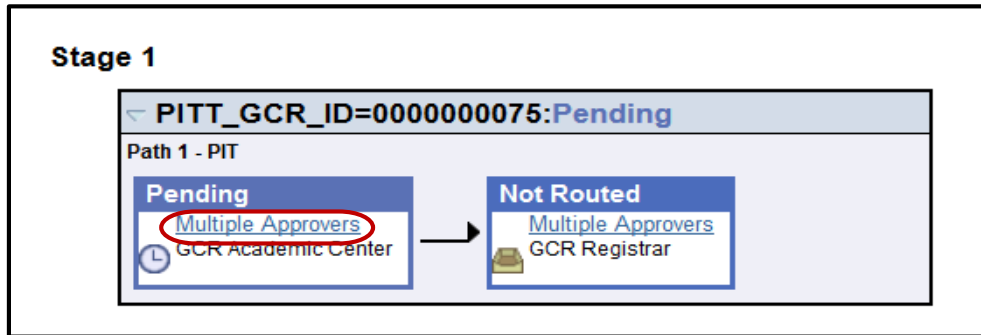
Grading Basis: G (Unfinished Course Work)

Current Grade: I (Incomplete)

*New Grade:

Submit

At the bottom of the page a diagram will show which Academic Center the request has routed to. Clicking on the hyperlinks will show a list of approvers for this step. There are two steps of approvals: the Academic Center and the Registrar.



Grade Change Request Approval

The Grade Change Request Approval page allows Department Chairs to monitor a GCRs status. The Approval page keeps track of grade changes still waiting for approval by the Academic Center or Registrar. To navigate to the Grade Change Request Approval page click **Self Service>Faculty Center>Grade Change Request Approval** (if you are a faculty member) or **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request Approval**. You can search for a grade change by the Request ID, Student ID, Name, or class information. Selecting a grade change in this list, an instructor can monitor the status of a grade change.

Grade Change Request History

The Grade Change Request History page allows Department Chairs to review grade changes that have been processed. To navigate to the Grade Change Request History page click **Self Service>Faculty Center>Grade Change Request History** (if you are a faculty member) or **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request History**. A Department Chair can search for a GCR by the Request ID, Student ID, Name, or class information. Selecting a grade change request in this list, an instructor can view the history of completed/terminated requests.

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Home | Worklist

Favorites | Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History

Grade Change Request History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Request ID: begins with

Student ID: begins with

First Name: begins with

Last Name: begins with

Academic Career: begins with

Academic Institution: begins with

Term: begins with

Class Number: =

Subject Area: begins with

Catalog Nbr: begins with

Submitted By: begins with

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

University of Pittsburgh DEPTCHAIR Logged On INUSIS55

Favorites | Main Menu > Records and Enrollment > Pitt Student Records > Grade Change Requests > Grade Change Request History

Grade Change Hist

Request ID: 000000193 Approval Status: All Approved

Instructor: TEST INSTRUCTOR Submitted By:

Reason: Completed Work

Student Information

Student ID: 9999999 Name: TEST STUDENT

Career: Undergrad Academic Program: College of General Studies

Class Information

Term: 2124 Description: Spring Term 2011-2012

Class Nbr: 20556 Description: Public Service

Subject: PUBSRV

Catalog Nbr: 1230

Description: FUNDRAISNG FOR NON-PROFIT ORGNS

Grading Basis: LG

Current Grade: A+ New Grade: B+

Stage 1

PITT_GCR_ID=000000193:Approved

Path 1 - PIT

Approved Center Academic GCR Academic Center 04/14/17 - 2:54 PM

Approved REGISTRAR1 GCR Registrar - PIT 04/14/17 - 3:23 PM

Enrollment Request

Return to Search Previous in List Next in List

If you have any questions, please contact the Grades Services Area in the Office of the University Registrar at 412-624-7663 or grades@registrar.pitt.edu