

Approving Grade Changes Online

Overview

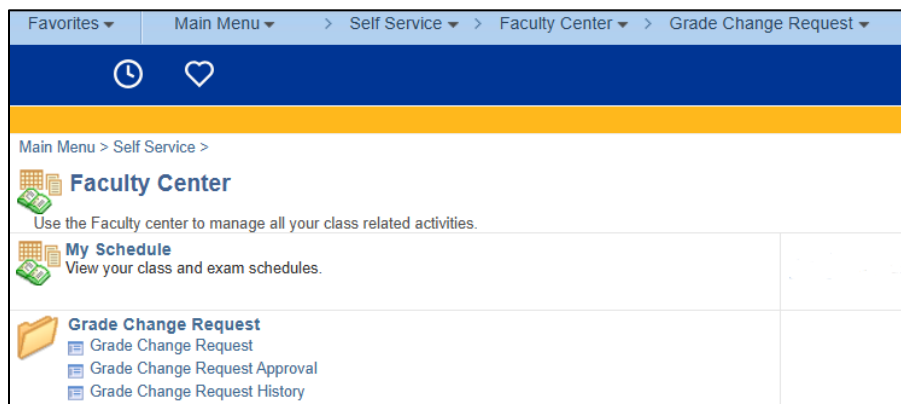
The PeopleSoft Faculty Center now allows Academic Centers to approve grade changes online. In addition, Academic Centers can monitor the progress of grade changes that they have approved.

Grade Change Request Approval Availability

The ability to approve a grade change requires an Academic Center administrator to be granted the appropriate permissions within PeopleSoft. **Note: The Office of the University Registrar maintains this access and must be contacted to authorize access.** In addition, an instructor must be listed on the class with the ability to approve a grade roster to request a grade change. If a term or a class is not listed, contact your department administrator.

Access Your PeopleSoft Account

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account credentials. Next, click the **PeopleSoft** link on the right side of your portal homepage. To navigate to the Grade Change Request folder, click **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.

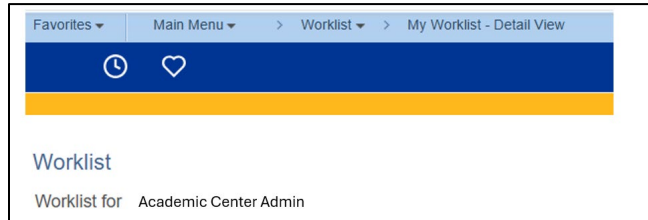
Grade Change Request

The Grade Change Request link allows Department Chairs and Instructors to submit grade changes. More detailed instructions on how to submit a grade change for Instructors and Department Chairs can be found in the *Requesting a Grade Change on Behalf of an Instructor* and *Submitting Grade Changes Online* documents.

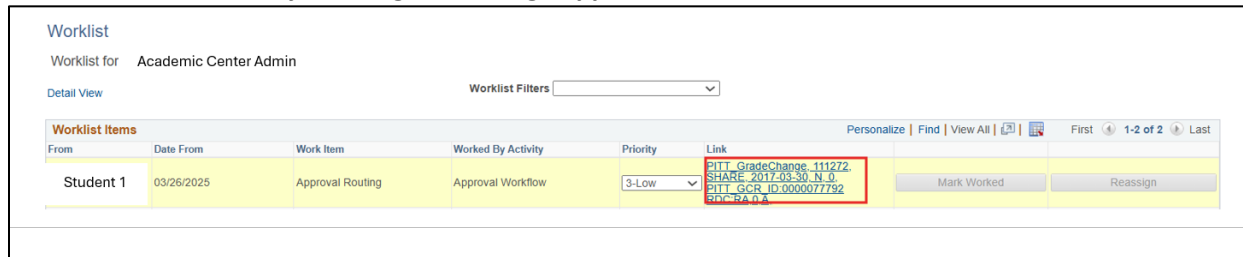


Grade Change Request Approval

The “Worklist” is the first method of viewing current grade changes that need approval. **Tip: It is highly recommended that staff use this method. This is a live list that is kept in real time within the queue of grade changes waiting to be processed.**



By clicking on the hyperlink under the ‘Link’ column in the Worklist, you will be taken to the grade change request for approval or denial. Review the information to make sure everything is accurate. **Note: the priority drop-down has no effect or functionality on the grade change approval.**



The second method of approving or monitoring a grade change is the Grade Change Request Approval page. 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 **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request Approval**.

Grade Change Approval

Find an Existing Value

Search Criteria

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

Recent Searches Choose from recent searches

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

Show fewer options

Case Sensitive

Search Clear



Click the 'Approve' button and a new dialogue box will appear making you confirm the approval of the grade change. At the bottom of the page a diagram will show the approval status. In addition, if you click on the hyperlinks it will show a list of approvers for that step. There are two steps of approvals: the Academic Center and the Registrar.

Grade Change Appr

Request ID: 0000077792 1234567 Approval Status: In Approval Process

Instructor: Professor Smith Submitted By: Professor Smith

Reason: Completed Work

Student Information

Student ID: 2345678 Name: Test Student

Career: Undergrad Academic Program: Sch Computing and Information

Class Information

Term: 2244 Description: Spring Term 2023-2024

Class Nbr: 11303 Description: Studio Arts

Subject: SA

Catalog Nbr: 0130

Description: DRAWING STUDIO 1

Grading Basis: LG

Current Grade: **G** New Grade: **A**

Approve Deny Administer

Stage 1

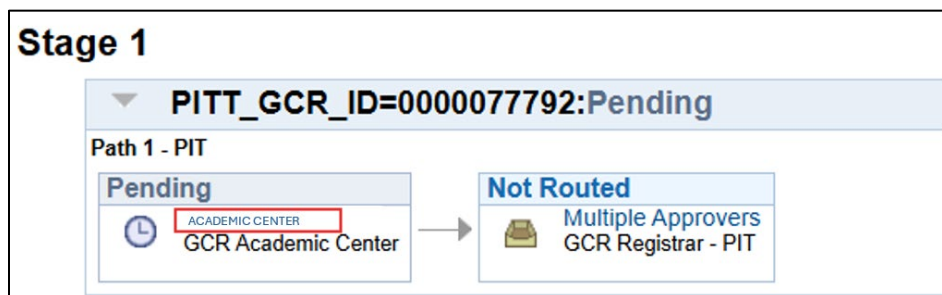
PITT_GCR_ID=0000077792:Pending

Path 1 - PIT

Pending Multiple Approvers GCR Academic Center

Not Routed Multiple Approvers GCR Registrar - PIT

Return to Search



If a grade change is denied, you will be taken to a second page where a reason must be entered before denying it. This reason will be displayed to the original submitter and in the Grade Change Request History page.

GCR Deny Secondary Page

*Reason for Deny:

OK Cancel



Grade Change Appr

Request ID: 0000077792 1234567 Approval Status: Denied
Instructor: Professor Smith Submitted By: Professor Smith
Reason: Completed Work

Student Information

Student ID: 2345678 Name: Test Student
Career: Undergrad Academic Program: Sch Computing and Information

Class Information

Term: 2244 Description: Spring Term 2023-2024
Class Nbr: 11303 Description: Studio Arts
Subject: SA
Catalog Nbr: 0130
Description: DRAWING STUDIO 1

Grading Basis: LG

Current Grade: **G** New Grade: **A**

Approve

Deny

Administer

Reason for Deny: **Wrong Student**

Stage 1



Return to Search



Grade Change Request History

The Grade Change Request History page allows Academic Centers to review grade changes that have been processed. To navigate to the Grade Change Request History page, click **Records and Enrollment>Pitt Student Records>Grade Change Request>Grade Change Request History**. An Academic Center can search for a GCR by the Request ID, Student ID, Name, or class information. By clicking on a grade change request, the Academic Center can view the history of completed/terminated requests.

Grade Change Request History

Find an Existing Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Request ID
Student ID
First Name
Last Name
Academic Career
Academic Institution
Term
Class Number
Subject Area
Catalog Nbr
Submitted By
[Show fewer options](#)

☐ Case Sensitive

Grade Change Hist

Request ID: 0000077803 1234567 Approval Status: All Approved
Instructor: Professor Jones Submitted By: Professor Jones
Reason: Completed Work

Student Information

Student ID: 2345678 Name: Jane Doe
Career: Undergrad Academic Program: Swanson School of Engineering

Class Information

Term: 2251 Description: Fall Term 2024-2025
Class Nbr: 10006 Description: Mathematics
Subject: MATH
Catalog Nbr: 0031
Description: ALGEBRA

Grading Basis: LG
Current Grade: **F** New Grade: **C**

Stage 1

▼ **PITT_GCR_ID=0000077803:Approved**

Path 1 - PIT

Approved ☒ **Approved** ☒
GCR Academic Center 07/29/25 - 10:32 AM → GCR Registrar - PIT 07/29/25 - 10:35 AM

[Enrollment Request](#)
[Return to Search](#)

If you have any questions, please contact the Grades Services Area in the Office of the University Registrar at (412) 624-7623 or grades@registrar.pitt.edu