

## Requesting a Grade Change on Behalf of an Instructor

### Overview

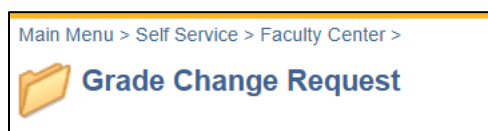
The PeopleSoft Faculty Center allows Department Chairs to submit a grade change on behalf of a faculty member. In addition, Department Chairs can monitor the progress of grade changes that they have submitted.

### 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 your own ID number.**

Grade Change Rqst

Request ID: 0000077806

\*Instructor ID:   Name:

\*Reason:

Student Information

Student ID:  Name:

Career:  Academic Program:

Class Information

Term:  Description:

Class Nbr:  Description:

Subject:

Catalog Nbr:

Description:

Grading Basis:


Current Grade:

\*New Grade:

Submit

Grade Change Rqst

Request ID: 0000077806

\*Instructor ID:   Name:

\*Reason:

Student Information

Student ID:  Name:

Career:  Academic Program:

Class Information

Term:  Description:

Class Nbr:  Description:

Subject:

Catalog Nbr:

Description:

Grading Basis:

Current Grade:

\*New Grade:

Submit

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.

Grade Change Rqst

Request ID: 0000077806

\*Instructor ID: 1234567 Name: Professor Smith

\*Reason: [dropdown menu]

**Student Information**

\*Student ID: [text field] Name: [text field]

Career: [text field] [text field]

**Class Information**

Re-evaluated Work [text field]

Wrong Grade Entered [text field]

Term: [text field] Description: [text field]

Class Nbr: [text field] Description: [text field]

Subject: [text field]

Catalog Nbr: [text field]

Description: [text field]

Grading Basis: [text field]

Current Grade: [text field]

\*New Grade: [dropdown menu]

Submit

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 has taught will appear.**

Grade Change Rqst

Request ID: 0000077806

\*Instructor ID: [text field] Name: [text field]

\*Reason: [dropdown menu]

**Student Information**

\*Student ID: [text field] Name: [text field]

Career: [text field] [text field]

**Class Information**

Term: [text field] Description: [text field]

Class Nbr: [text field] Description: [text field]

Subject: [text field]

Catalog Nbr: [text field]

Description: [text field]

Grading Basis: [text field]

Current Grade: [text field]

\*New Grade: [dropdown menu]

Submit

**Look Up Student ID**

Empl ID [begins with dropdown] [text field]

First Name [begins with dropdown] [text field]

Last Name [begins with dropdown] [text field]

Look Up Clear Cancel Basic Lookup



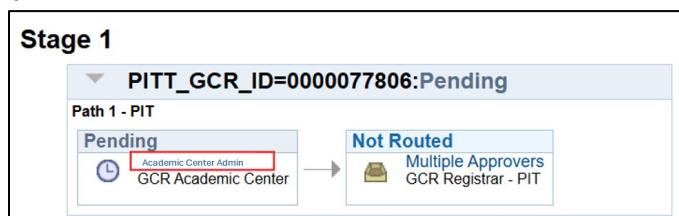
The Class Information box will automatically populate with the course details. If an instructor has taught a student more than once, they can use the magnifying glass that appears next to the Term or Class Number to look up the class to be changed. The Department Chair can then select the class for a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

The screenshot shows the 'Grade Change Rqst' form. A 'Look Up Term' dialog box is open, allowing the user to search for a term by 'Term' and 'Description'. The main form includes fields for Request ID, Instructor ID, Reason, Student ID, Career, Class Nbr, Subject, Catalog Nbr, Description, Grading Basis, Current Grade, and New Grade. A magnifying glass icon is visible next to the Term field in the Class Information section.

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.

The screenshot shows the 'Grade Change Rqst' form with populated fields. Request ID: 0000077806. Instructor ID: [redacted] Name: Professor Smith. Student ID: A- Name: Test Student. Career: B Program: College of General Studies. Class Nbr: C Term: Spring Term 2016-2017. Subject: C- Term: English Writing. Catalog Nbr: D. Description: D+. Grading Basis: F. Current Grade: G (Unfinished Class Work(ongoing)). New Grade: [dropdown menu]. Submit button is at the bottom.

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 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

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 Appr**

Request ID: 0000077803 1234567 Approval Status: In Approval Process

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:Pending

Path 1 - PIT

**Pending**

Multiple Approvers  
GCR Academic Center

→

**Not Routed**

Multiple Approvers  
GCR Registrar - PIT



## 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.

**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: Choose from recent searches ▼ | Saved Searches: Choose from saved 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

**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  
GCR Academic Center  
07/29/25 - 10:32 AM

→

Approved  
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](mailto:grades@registrar.pitt.edu)**