Approving Grade Changes Online

Overview
The PeopleSoft Faculty Center now allows for 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 in order 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 Requests. 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. The Worklist is located on the upper right hand side of any page in PeopleSoft. When it is clicked it will take you to the Worklist page.

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.
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.

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.
Request ID: 0000000004
Approval Status: Denied
Instructor: INSTRUCTOR 1
Submitted By: INSTRUCTOR1
Reason: Completed Work

Student Information
Student ID: 9999999
Name: TEST B STUDENT
Career: Undergrad
Academic Program: Dietrich Sch Arts and Sciences

Class Information
Term: 2171
Description: Fall Term 2016-2017
Class Nbr: 10644
Description: Chemistry
Subject: CHEM
Catalog Nbr: 1710
Description: UNDERGRADUATE RESEARCH
Grading Basis: LG
Current Grade: B
New Grade: A

Reason for Deny: Wrong Student
Stage 1

Path 1 - PIT
Denied ACADEMICCENTER1
Not Routed
Multiple Approvers
GCR Registrar
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.

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