

ELECTRONIC GRADE CHANGE FOR FACULTY

(Updated 2016-01-19)

[Grade Change Policies](#)

LOGIN TO BEARWEB FACULTY SERVICES

Home > Faculty Services

Personal Information | Student Financial Services | Faculty Services

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Summary Class List	Final Grades	Fostering Student Success (Referrals and Deficiencies)
Grade Change Request			

COMPLETE GRADE CHANGE REQUEST INFORMATION

Home > Faculty Services > Grade Change Request

Term: Spring 2015 **Change Term** 1

Course: FIN 1001 01 **Change Course** 2

Student: Johnson, Matthew - 000100000 **Change Student** 3

The Current Grade for **Matthew Johnson** is: B+

Revised Grade: A- **Change Revised Grade** 4

Reason: Instructor Correction **Change Reason** 5

This is a request for changing the grade of **Matthew Johnson** from B+ to A- in the course FIN 1001 01.

Submit Grade Change Request 6

Cancel grade change request by clicking on "Return to Faculty Services Menu" below

[Return to Faculty Services Menu](#) ■ [Submit a New Grade Change](#)

1. Select "Term" from the dropdown list of eligible terms and click "Select Term/Change Term" button.
2. Select "Course" from the dropdown list of your course sections and click "Select Course/Change Course" button.
3. Select "Student" from the dropdown list of your class roster and click "Select Student/Change Student" button.
4. View "Current Grade" and select "Revised Grade" from dropdown menu. Click "Select Grade/Change Grade" button.
5. Select "Reason" for grade change (Instructor Correction, Work Completed on Incomplete Course, or Other). Click "Select Reason/Change Reason" button. NOTE: If you select "Instructor Correction" or "Other", enter a description in the comments box provided and click the Comments button.
6. Click the "Submit Grade Change Request" button to complete the request.

ON-SCREEN CONFIRMION OF SUBMISSION

Home > Faculty Services > Grade Change Request

✓ Your request for the grade change has been successfully submitted.

Return to Faculty Services Menu ■ Submit a New Grade Change




The screen above is your confirmation of a successful submission. If you try to re-enter a request that has been submitted previously, you will receive the following message:



Home > Faculty Services > Grade Change Request

⚠ **The grade change for this student, term, and course has already been requested and is still in the grade change submission process. Please contact the Registrar's Office.**

Return to Faculty Services Menu ■ Submit a New Grade Change

EMAIL CONFIRMATION OF REQUEST

 Reply
  Reply All
  Forward

 BearQuest@baylor.edu
  X

Your grade change request (Initial email to faculty)

Your request to change the grade of one of your students has been submitted for approval.





REQUEST SUMMARY
 Request #: [REDACTED]
 Request Type: Request for Grade Change via Bearweb
 Requested by: [REDACTED]
 Current Status: Started - [REDACTED] 9:50:53 AM

To view the details for this request click the following link:
https://bearquest.baylor.edu/email_proxy...

After the grade change request is submitted, it will be sent to BearQuest for department chair and dean approvals. You will receive an email confirmation like the one pictured above for your records. You will also receive an approval or denial email notification after the approvers have completed their reviews.

CHECKING THE APPROVAL STATUS OF YOUR REQUEST

You can click on the <https://> link at the bottom of the email to check the status of your request. It will provide a task history to show what has been completed and where the process currently stands.

Request Detail		Flow View		Discussion						Export	
Summary											
ID	Name	Type	Status	Requester	Client	Submitted	Updated				
	Request for Grade Change via Bearweb	Request for Grade Change via Bearweb	Approved	[REDACTED]	[REDACTED]	12/2/2018 9:50:53 AM	12/2/2018 9:58:50 AM				
Completed Forms											
Name			Completed By			Date Completed					
View Form...	Grade Change Request		[REDACTED]			12/2/2018 9:50:54 AM					
View Form...	Internal Use		[REDACTED]			12/2/2018 9:58:49 AM					
Task History											
	1. Grade Change Request	Status: Completed	12/2/2018 9:50:54 AM	Type: Form	Recipients Assigned: 1	Recipients Completed: 1					
	2. Pending Chair Approval	Status: Completed	12/2/2018 9:50:54 AM	Type: Milestone	Recipients Assigned: 1	Recipients Completed: 1					
	3. Assign Chair for Review	Status: Completed	12/2/2018 9:50:54 AM	Type: Dynamic Assigner	Recipients Assigned: 1	Recipients Completed: 1					
	4. Chair Approval	Status: Completed	12/2/2018 9:57:32 AM	Type: Approval	Recipients Assigned: 1	Recipients Completed: 1					

Q: Why can't I change a grade for a term that isn't on the dropdown list?

A: The dropdown list only includes terms considered eligible under the grade change policy listed in the current catalog.

Q: Why do some students not appear on the class roster?

A: Students who have already graduated are not eligible for grade changes, and will be excluded from the roster. If a student has two degree programs at the same level (i.e. - a Masters and Doctoral degree at the graduate level), they may be incorrectly excluded from the roster if they have only completed one of the degrees. In those cases, please submit a paper form stating their situation.

Q: How long will it take for the grade change to be completed?

A: Grade change requests require approval from one or more academic administrators (department chairs/deans). Once you submit the request they will receive an email notification that they are to take action on your request.

Q: How will I know if the request is approved?

A: Email notifications will be sent to the student, instructor, and appropriate academic administrators once the approval decisions have been entered in the system. You can also follow the link given in your confirmation email or login to BearQuest and check your requests under "My Tasks".