ELECTRONIC GRADE CHANGE FOR FACULTY
(Updated 2016-01-19)

Grade Change Policies

LOGIN TO BEARWEB FACULTY SERVICES

COMPLETE GRADE CHANGE REQUEST INFORMATION

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 CONFIRMATION OF SUBMISSION

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:

EMAIL CONFIRMATION OF REQUEST

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

REQUEST SUMMARY
Request #: 6543
Request Type: Request for Grade Change via Bearweb
Requested by:

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.
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”.