**Electronic Change of Grade**

*JULY 2014*

The Office of the University Registrar has partnered with Columbia University Information Technology (CUIT) to offer an Electronic Change of Grade tool.

**Background**

- Historically, grade changes requested by faculty were handled manually using a paper form.
- The process of review and approval, if required, was also manual.
- Physical delivery of the paper form caused unnecessary traffic at the Student Service Center.
- Feedback from faculty and administrators indicated the older process was time-consuming, inefficient, and frustrating.

**Goals**

Our goals for the Electronic Change of Grade tool are to:

- Provide an electronic mechanism for managing grade changes in Student Services Online (SSOL)
- Eliminate manual processing associated with grade changes originating from instructors of record
- Route grade change requests from faculty to administrative reviewers for approval
- Eliminate manual data entry, reducing the potential for human error
- Significantly shorten the time required to post grade changes in SIS and display them to students

**How It Works**

Faculty use the Change of Grade tool to submit grade change requests electronically in SSOL after an initial grade has been submitted.

- To change a grade, the course instructor will log in to SSOL, view a list of student grades for the course in question, and will request the change directly through SSOL.

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<tr>
<th>MySpring 2014 Classes</th>
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<tr>
<td><strong>Class Id</strong></td>
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<td>GEST 0005F sec 001</td>
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- The request will be electronically directed to the required administrative approvers.
- Approvers will receive a daily electronic notification of all pending requests.
- If approval is granted, the grade change will be automatically updated in SIS.
- Course instructors will receive a daily electronic notification with the list of recently submitted grade change requests that have been approved or denied.
- Course instructors can log into SSOL at any time to view details on the status of their requests.
- Following approval, the student will be notified electronically of the grade change.