

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 into SSOL, view a list of student grades for the course in question, and will request the change directly through SSOL.



My Spring 2014 Classes					
Class Id	Completion*	Status	Grading Action		Proxy Authorization
GEST 0005F sec:001 UNIVERSITY STUDIES	111/111	Grading Complete	See Roster	Change Grades	Retract

- 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.