CHANGE OF GRADE REQUEST

Academic Policy, Form, and Procedure

Academic Policy
The current Benedictine academic catalog policy for an instructor-of-record to change a student's grade is as follows: *A change of grade is permitted only for clerical errors.*

NOTE: Clerical errors may include calculation errors or re-evaluation of already submitted course work. Acceptance of additional class work is not appropriate. An instructor cannot offer an exam to be retaken, or a paper to be rewritten, once the final grade has been posted.

Form
The form includes the following:

   I.   Student Information
  II.   Course Identification
 III.   Grade Change Request
 IV.   Grade Change Rationale
  V.   Required Signatures – original dated signatures from the Instructor-of-Record and the Department Chair or Program Director or Associate Dean (one of these three required).

Procedure

1. When you log into the **MyBenU** system to post grades, the **Change of Grade Request** form is available on the **Grade Roster Type** page, via the following navigation:

2. Log into the **MyBenU** system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.
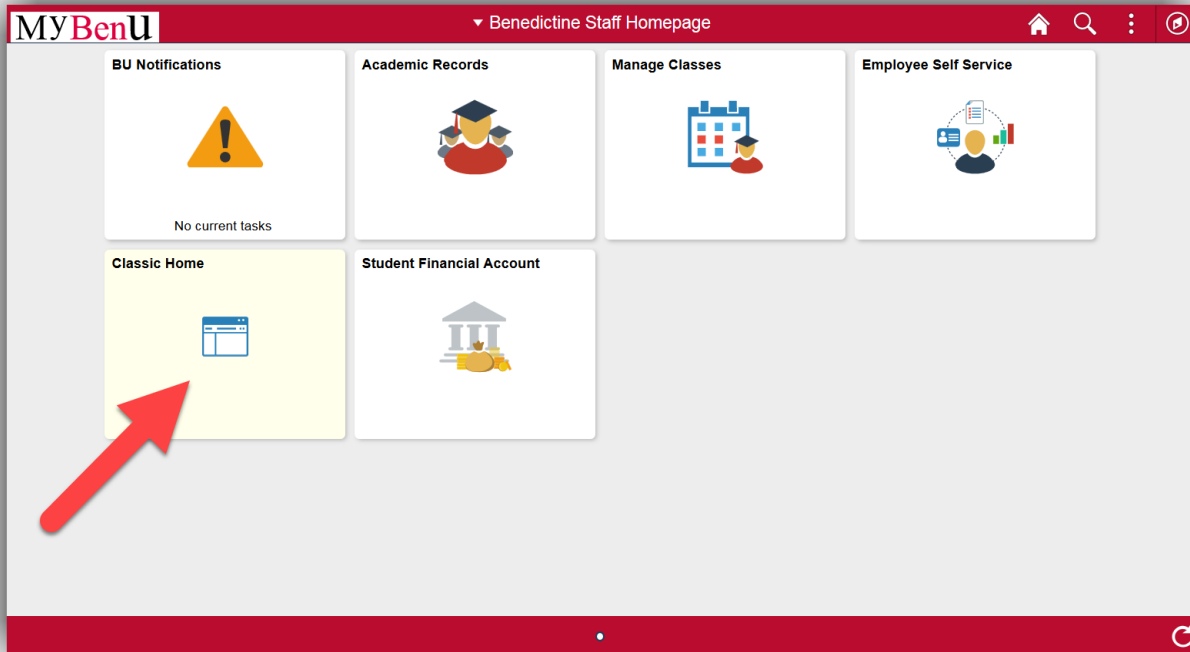

3. Click on **Main Menu** in the top bar, and navigate through **Curriculum Management > Grading > Grade Roster**. **The Grade Roster** search page will open.
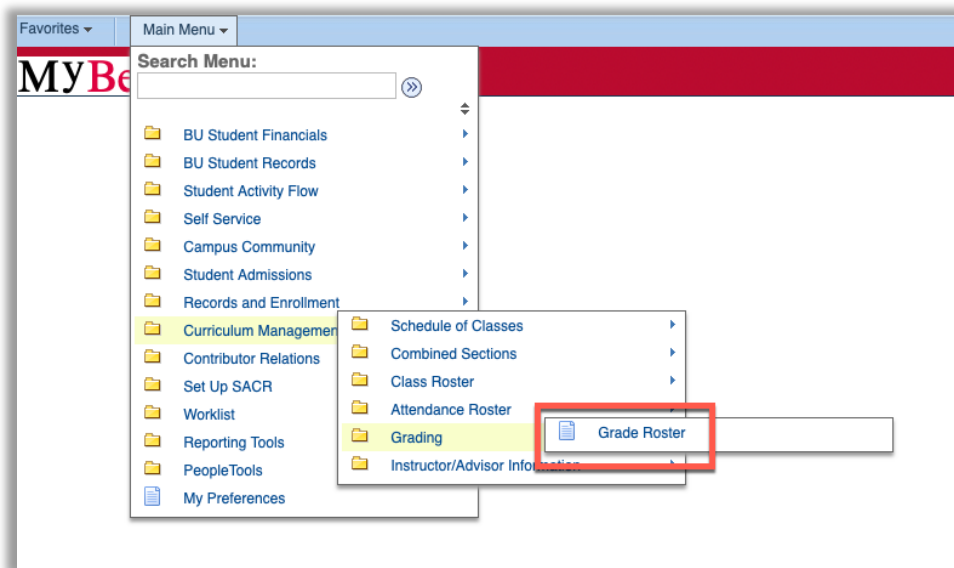
4. Once on the **Grade Roster** search page, make sure that the **Academic Institution** code is "BENUV". In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page. Scroll down the page to find the correct term link and click on it. This will return you to the **Grade Roster** search page with the term populated.
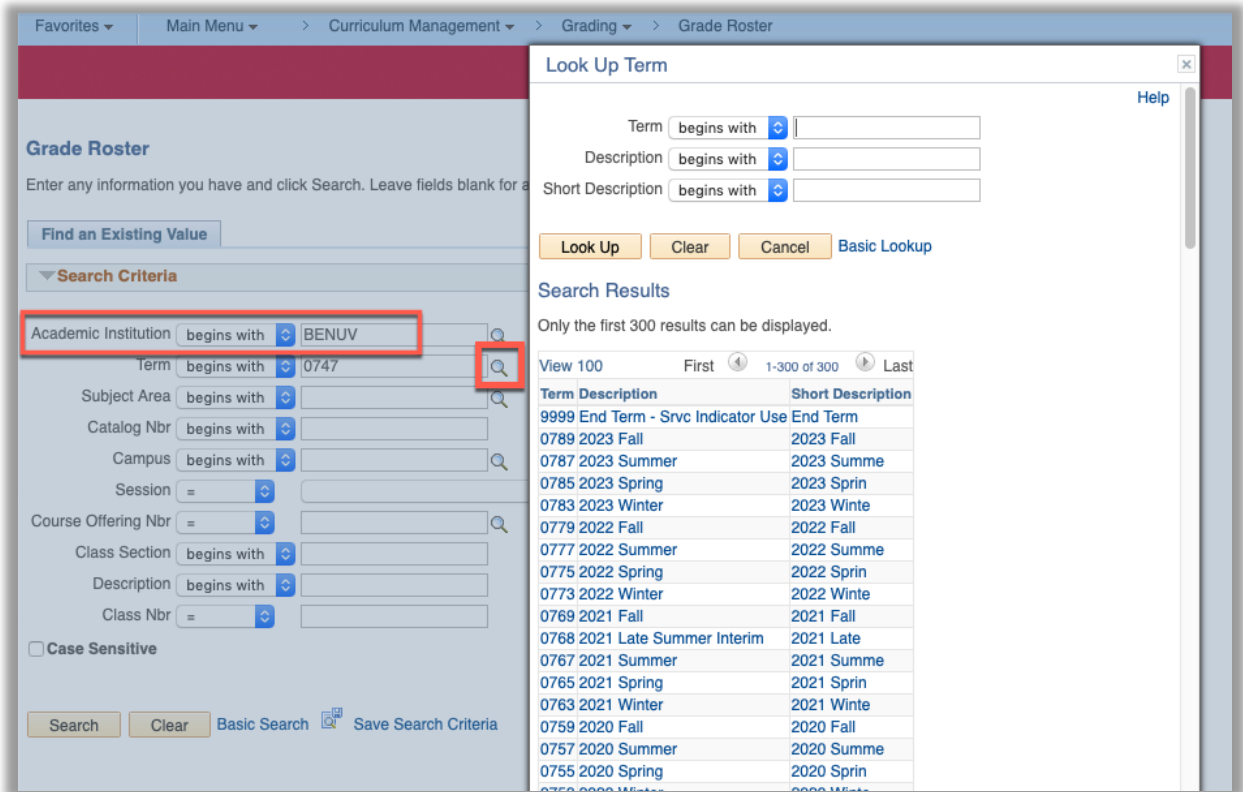
5. Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear. **NOTE**: If you are teaching only one class in that term, the **Grade Roster Type** page for that class will open [skip step 5].
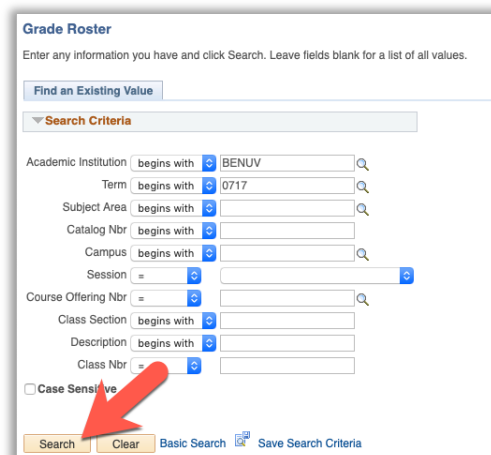
6. Click on the link for the class from those listed. The **Grade Roster Type** page for that class will open. Immediately above the **Refresh** button located at the bottom of this page you will see the link titled **Change of Grade Request Form**. Click on this link and a PDF will open with the change of grade form.

7. Print out the **Change of Grade Request Form** and complete all information. **IMPORTANT NOTE**: To ensure accuracy of the student academic record, incomplete **Change of Grade Request** forms will not be processed. All requested data plus signatures are required to allow the Registrar to post a grade change.

8. Follow the submission instructions at top of form (Note to Instructor) and bottom of form (Note to Dept Chair or Program Director or Associate Dean).

9. As soon as the **Change of Grade Request Form** is received in the Registrar's Office, the transcript grade change will be processed.