Grade Change Request

User Manual

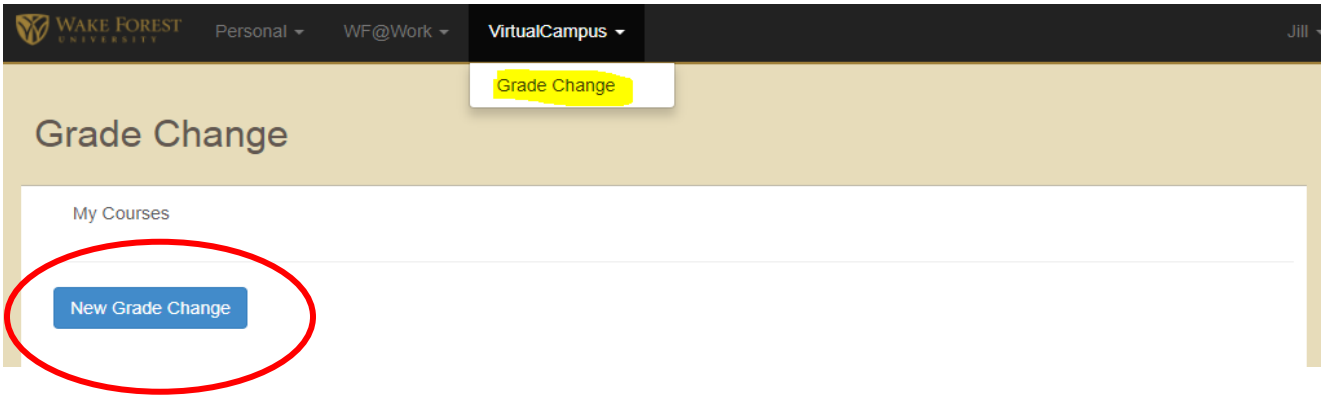
To Access Link:

WIN → Virtual Campus → Faculty Services → Grade Change

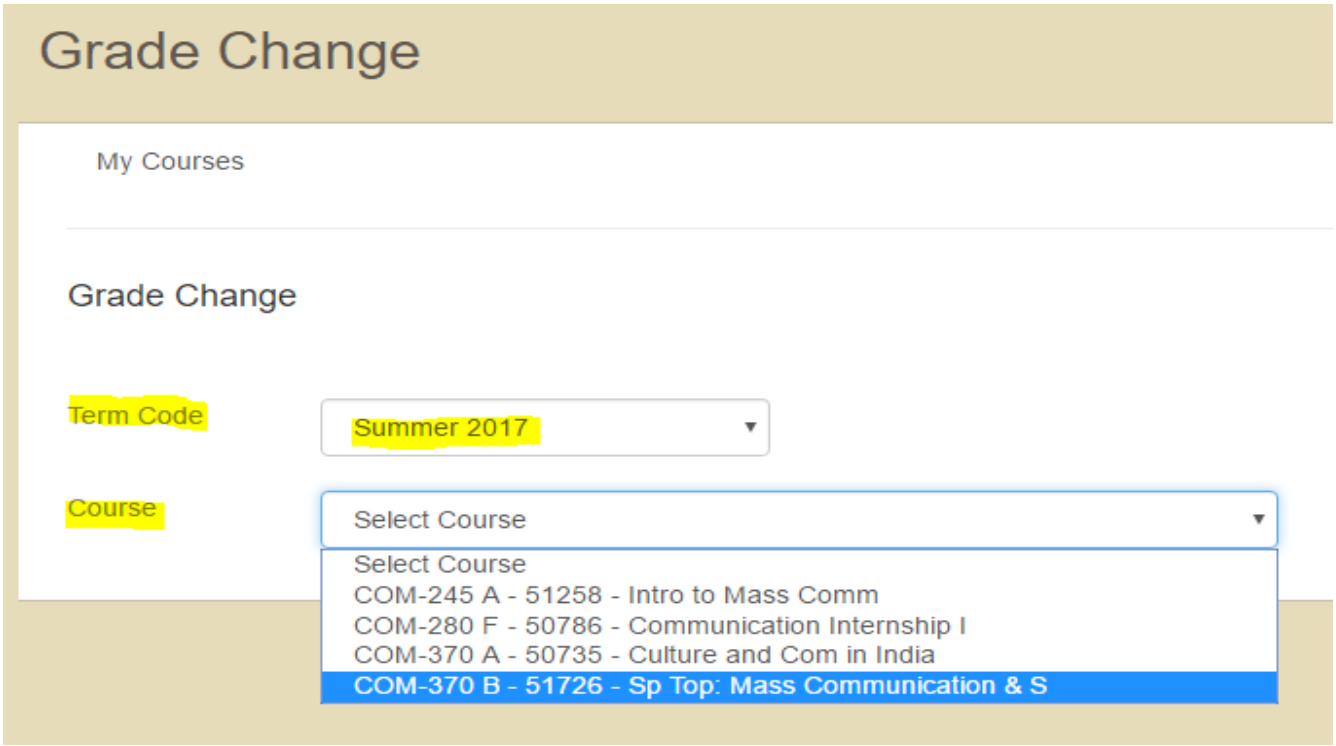
Home Screen

When you first log in, click on Virtual Campus → Grade Change

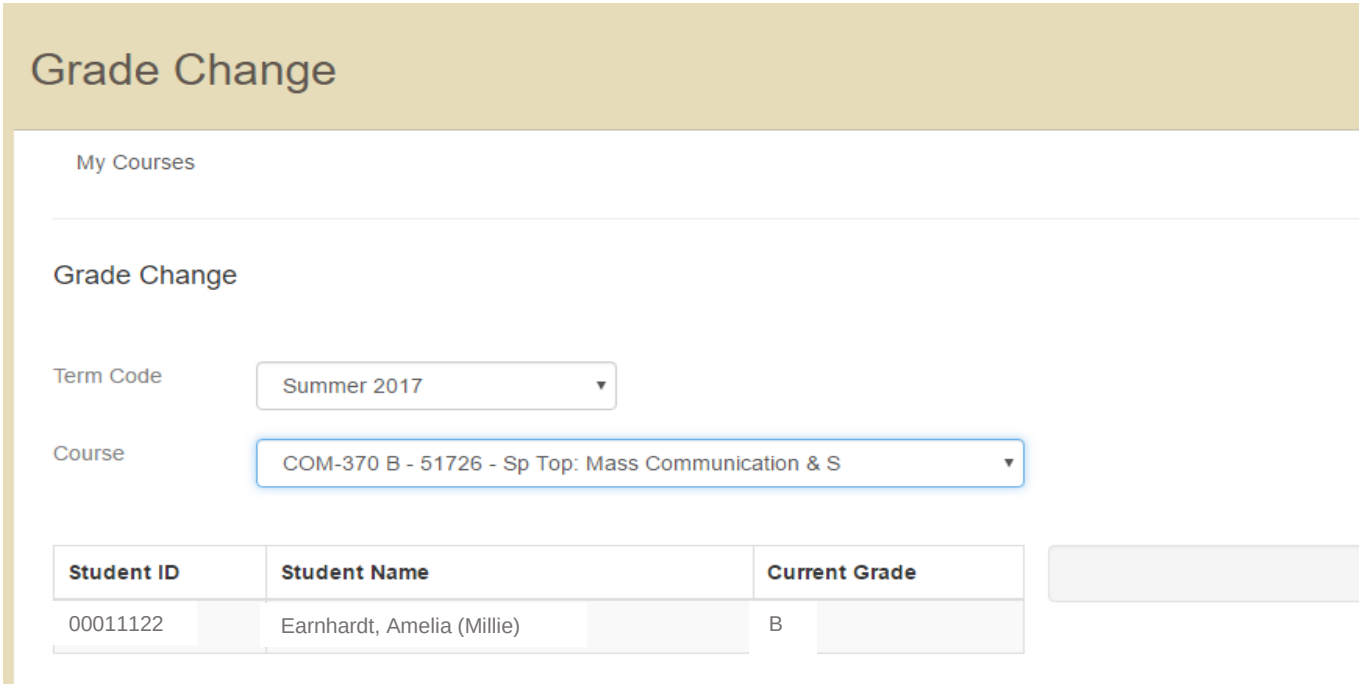
1. Once you click Grade Change, select New Grade Change

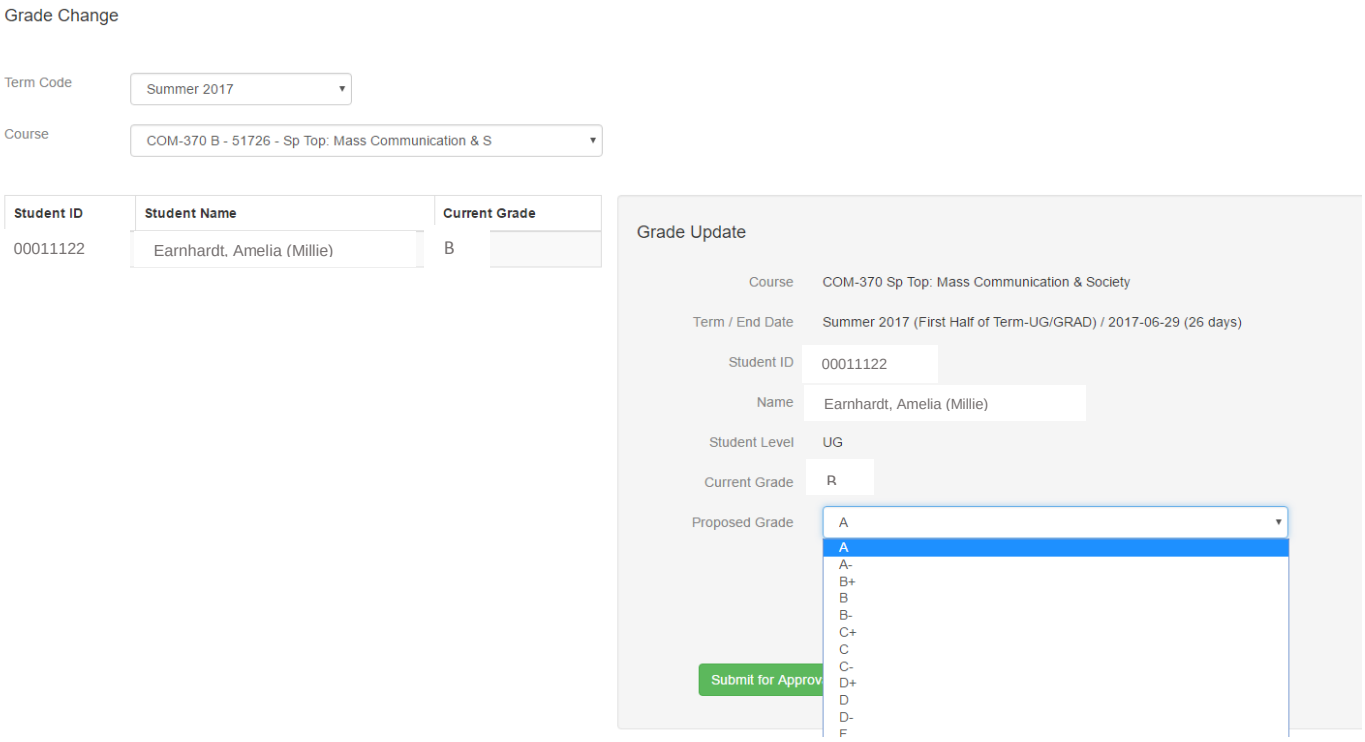


2. Select appropriate term and course for which you're making a grade change.



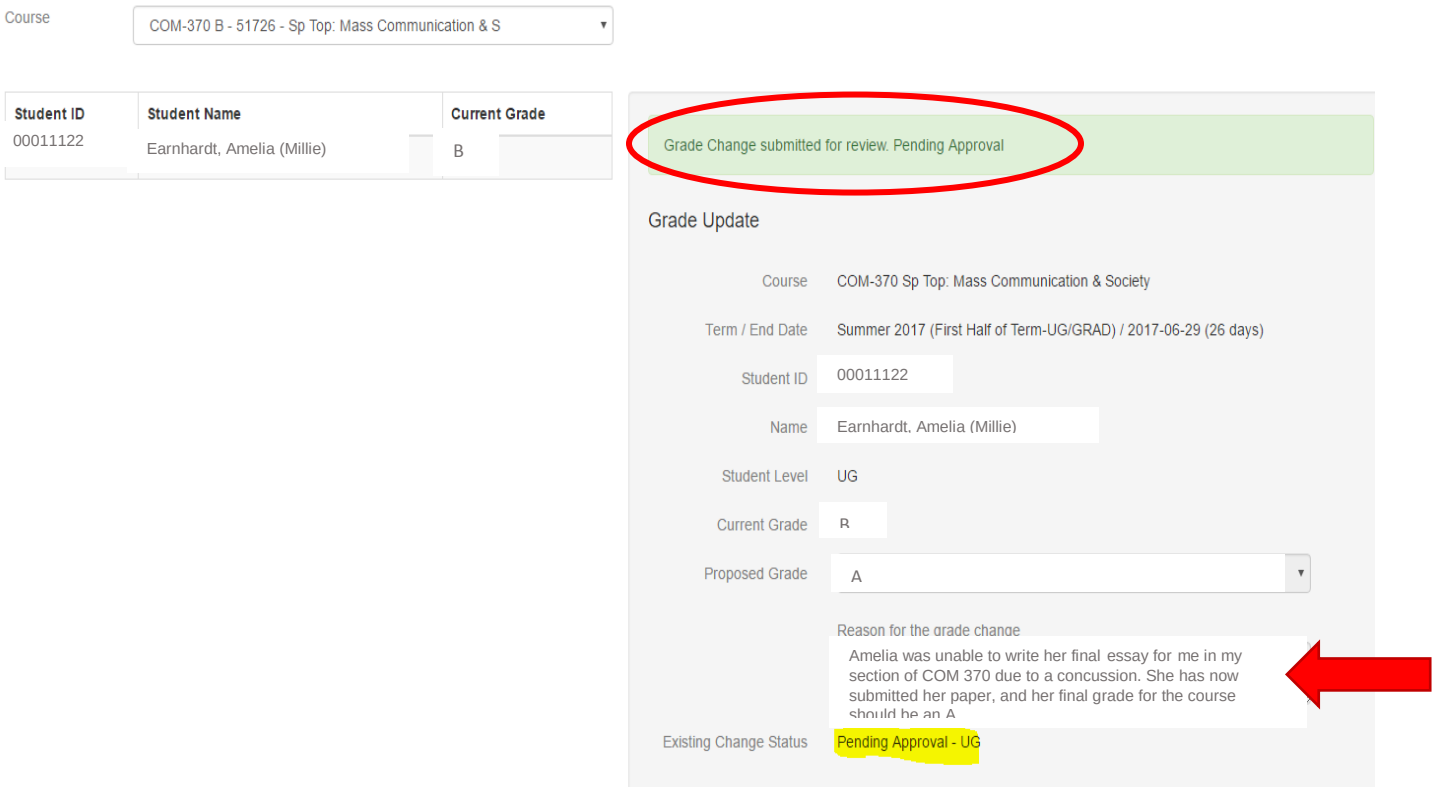
3. Once you select term and course, your roster with initial grade entry will display. To change a grade, click on the student's name.



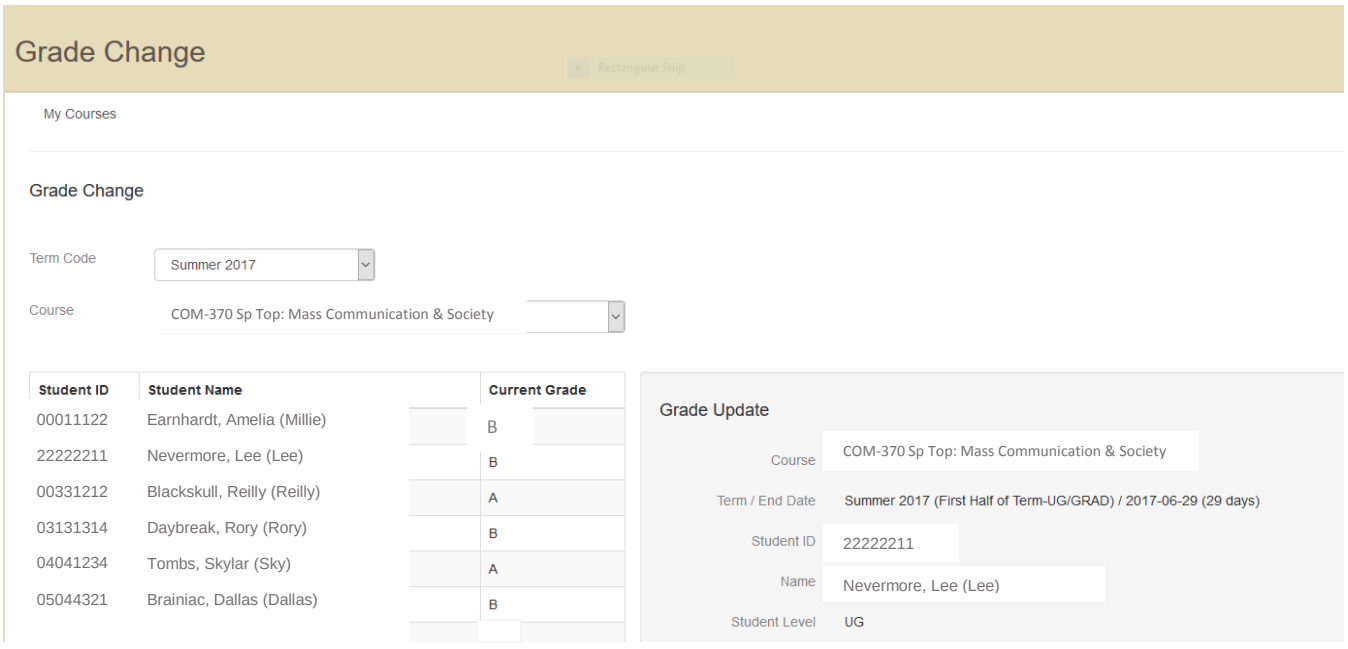


4. Once you select the appropriate grade and state your reason for the change, click Submit. You will receive a message that your grade change has been submitted for review and is pending approval

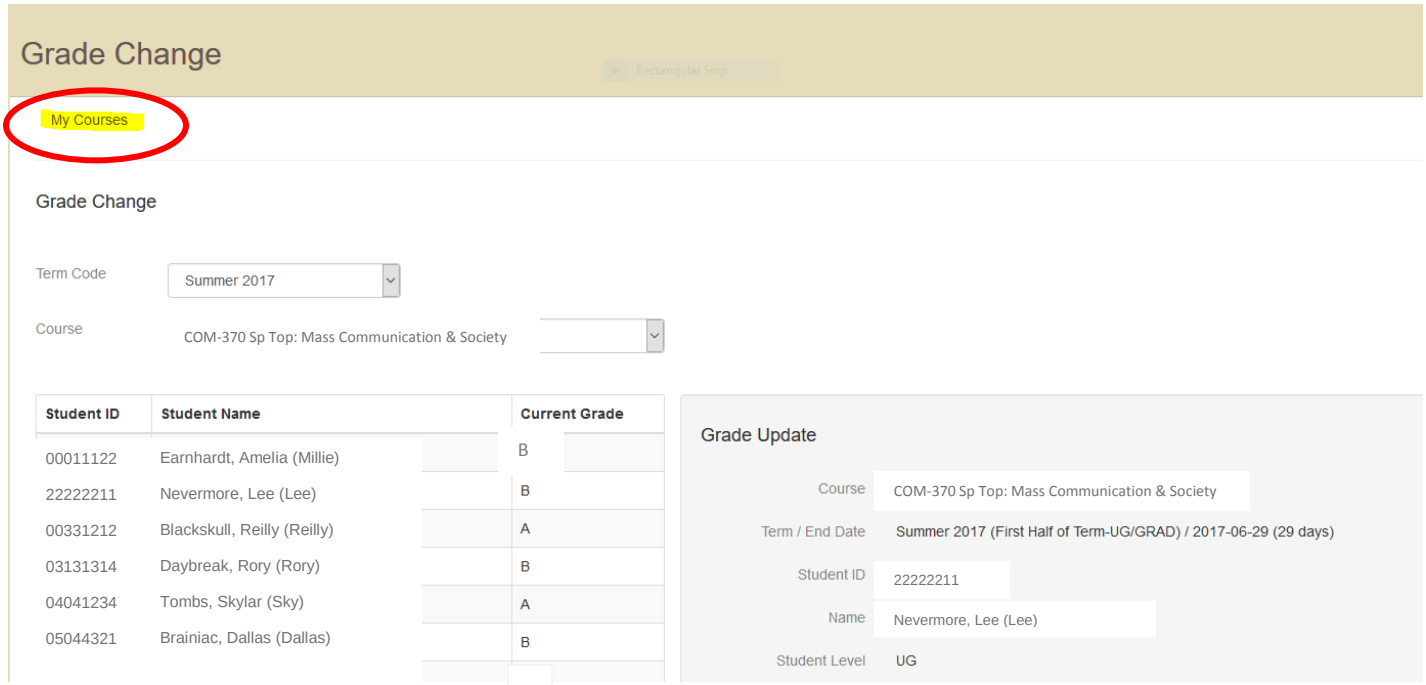
   ***Note:** **you must give a detailed reason for the change of grade. (See in example below)**

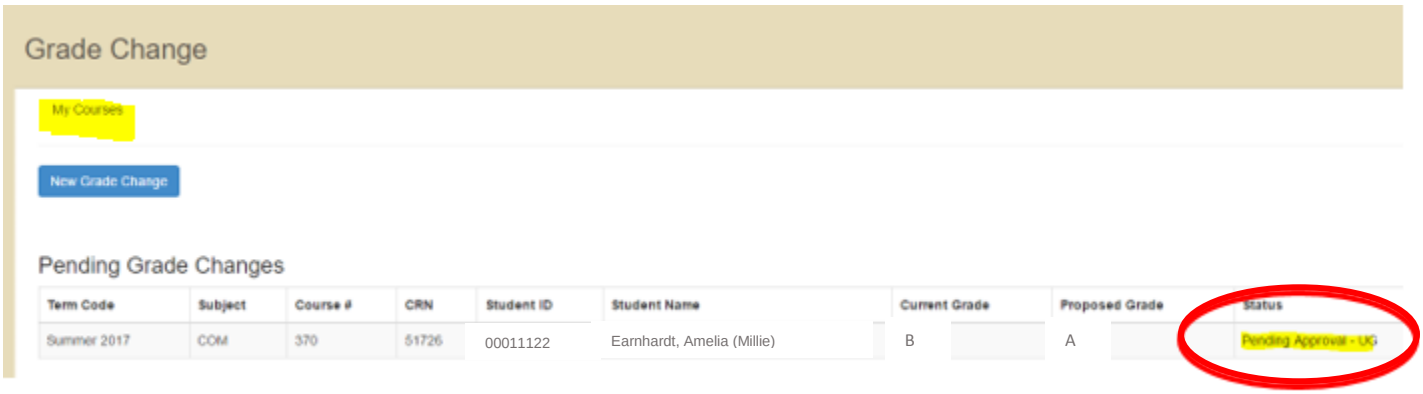


5. For multiple grade changes within the same roster, click on another student's name from this page to generate a new request.

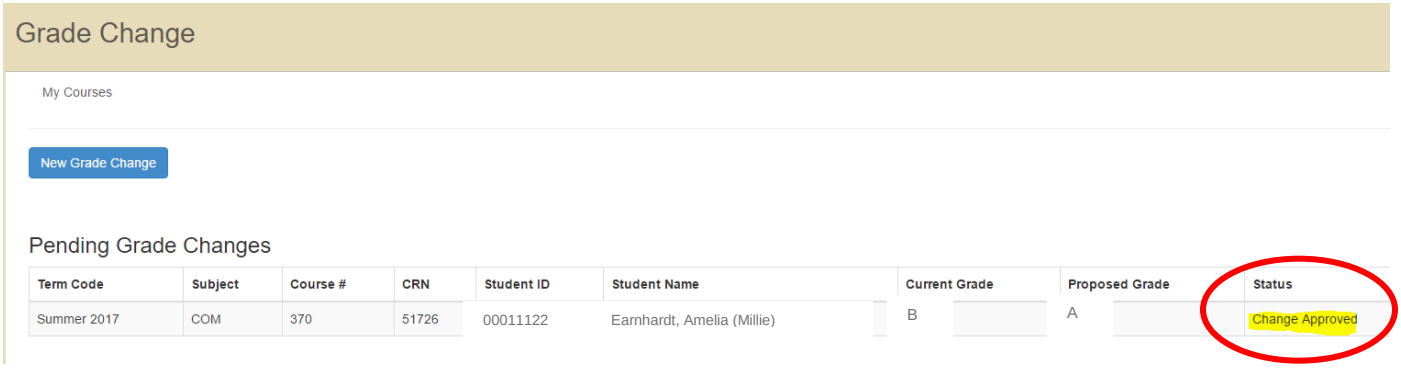


6. To view pending requests, click on ‘My Courses’. You will then be re-directed to the landing page.

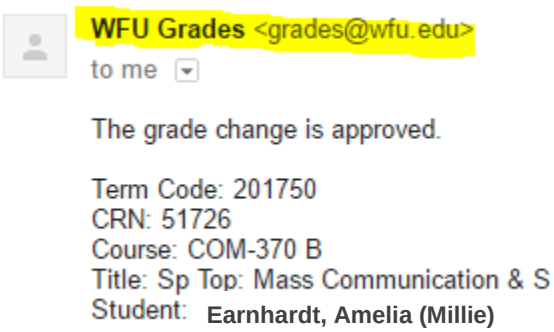




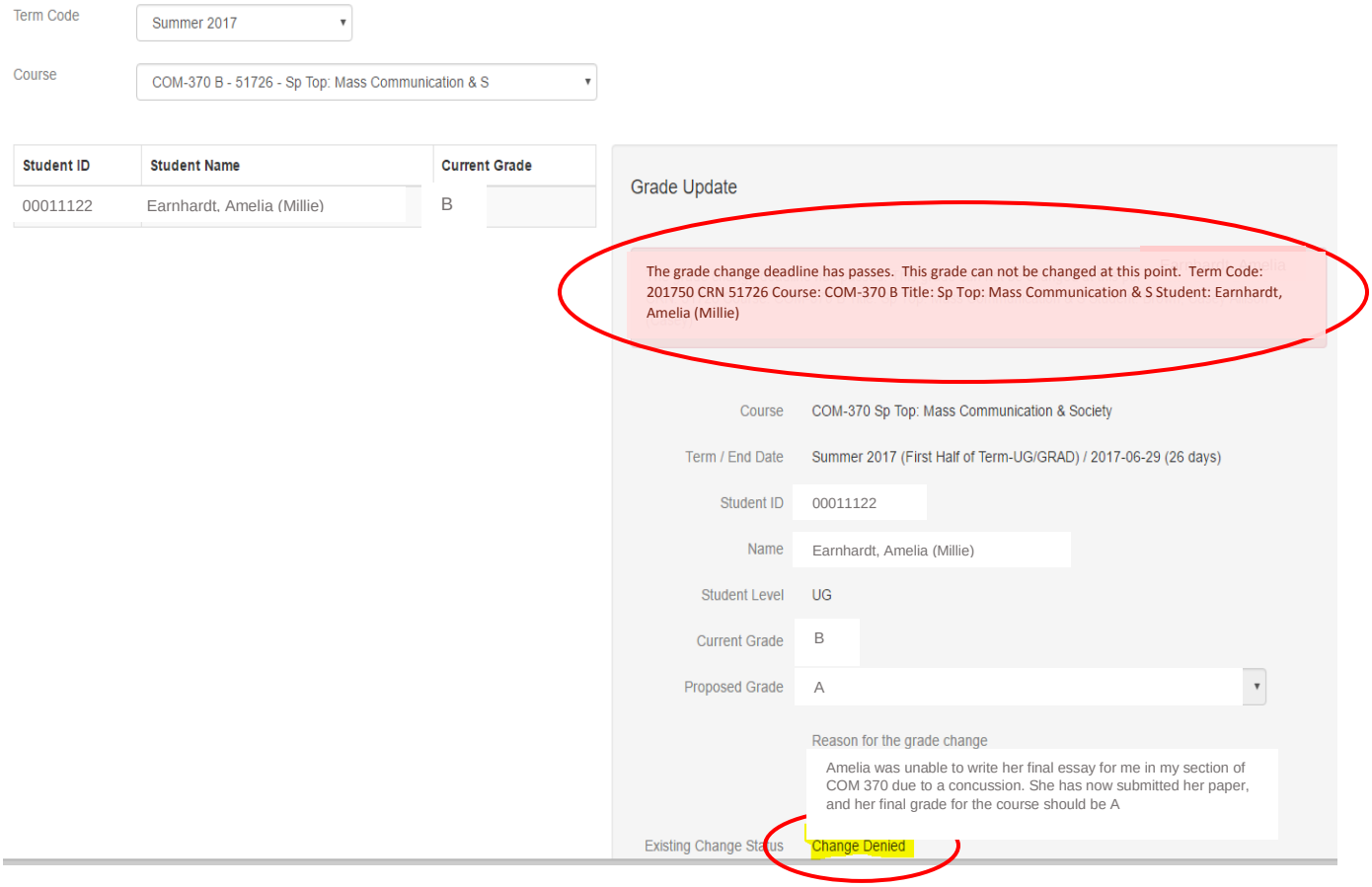
7. Once the grade change has been approved, the status will say ‘Changed Approved.’ You will also receive an email that the change has been approved.



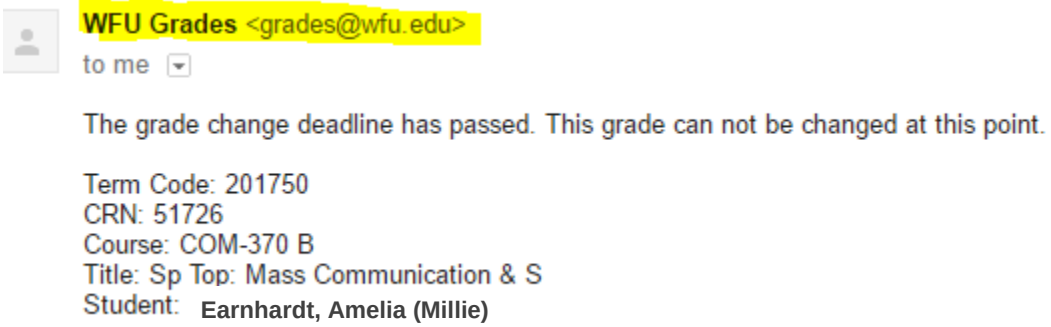
Email:



8. If a request has been denied, you **will not** receive a status on your landing page. Instead, you will be notified via email. To view the denial, you can access the course roster and click on that particular student's name.



Email:



*** Note:** In the rare case that a request is denied, you **will not** be able to submit another request via the grade change application, please email Shemeka Penn (pennsc@wfu.edu).

Other messages you may receive when making a request to change a grade:

This student is not eligible for a grade change because the degree has been awarded.

- (If student has already graduated, the grade cannot be changed.)

The requested grade change is being submitted after the 60 day deadline and requires special approval. Please provide a detailed explanation below as to why this grade needs to be changed.

- (Grade changes have a 60-day deadline. If you request to change a grade after 60 days, you will receive this message. The WIN application, however, will still send the request to the evaluator (Dean). It is then the evaluators' or committees' decision to approve/deny a request.)

The grade can not be changed to the current grade.

- (You will receive this message if you are trying to change a grade to the same grade that was originally reported. Please select another grade from the drop down menu.)