

# Grade Change Request

## User Manual

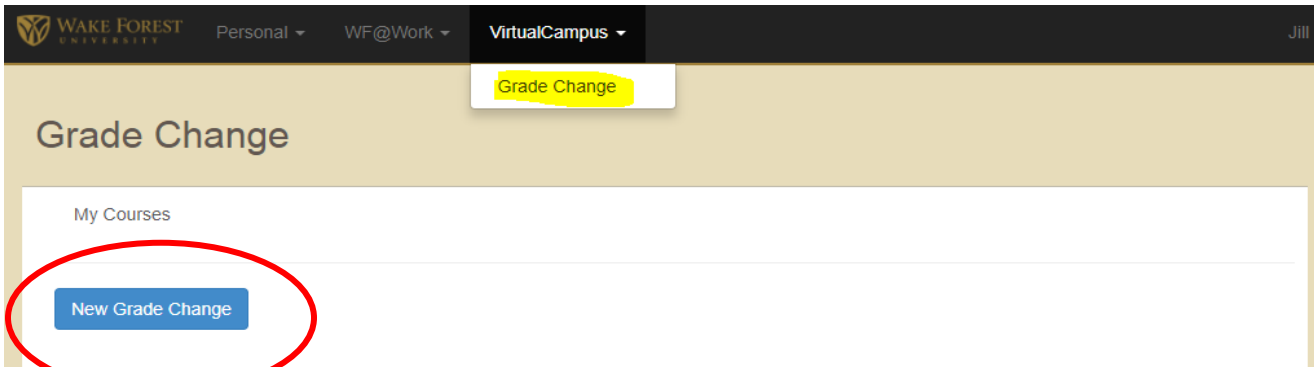
To Access Link:

WIN → Virtual Campus → Faculty Services → Grade Change

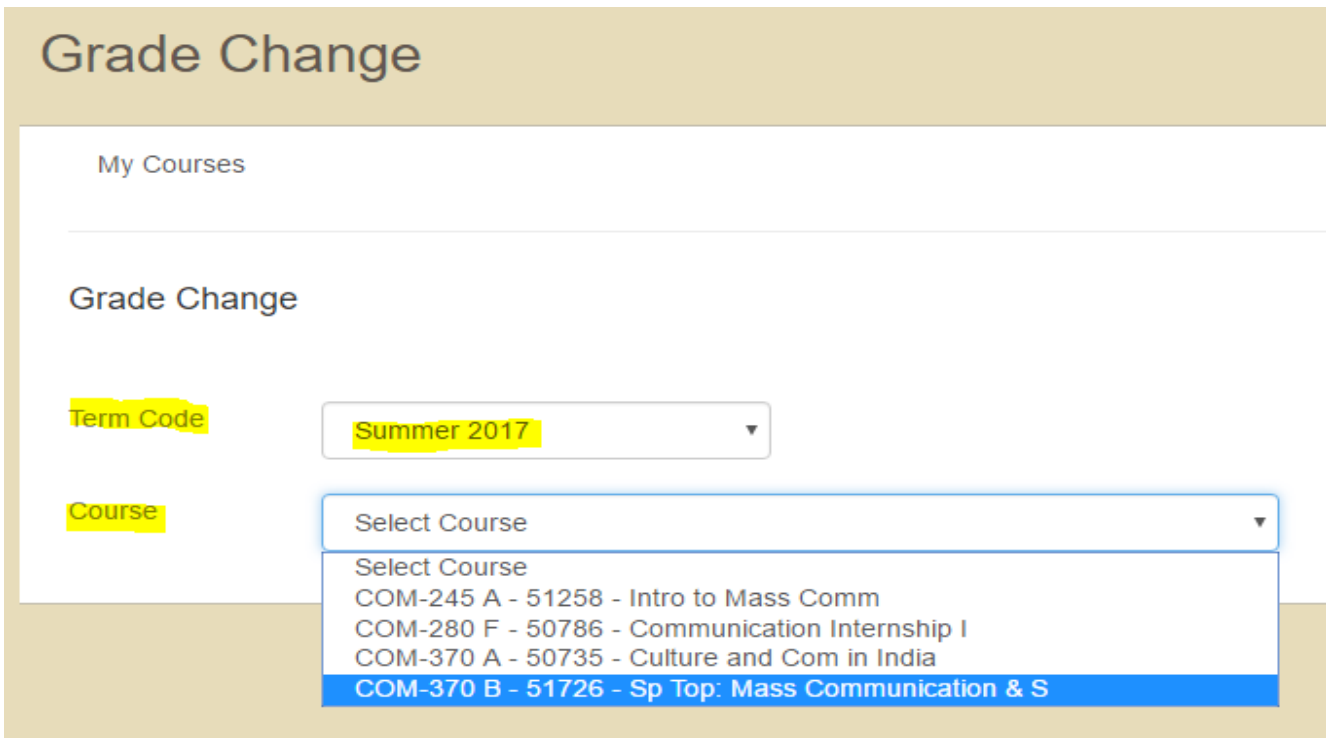
# Home Screen

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.



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

## Grade Change

My Courses

---

### Grade Change

Term Code:

Course:

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B

### Grade Change

Term Code:

Course:

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B

#### Grade Update

Course: COM-370 Sp Top: Mass Communication & Society

Term / End Date: Summer 2017 (First Half of Term-UG/GRAD) / 2017-06-29 (26 days)

Student ID:

Name:

Student Level: UG

Current Grade:

Proposed Grade:

- 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)

Course

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B

Grade Change submitted for review. Pending Approval

### Grade Update

Course: COM-370 Sp Top: Mass Communication & Society

Term / End Date: Summer 2017 (First Half of Term-UG/GRAD) / 2017-06-29 (26 days)

Student ID:

Name:

Student Level: UG

Current Grade:

Proposed Grade:

Reason for the grade change

Existing Change Status: Pending Approval - UG

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

## Grade Change

Rectangular Snip

---

My Courses

---

### Grade Change

Term Code:

Course:

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B
22222211	Nevermore, Lee (Lee)	B
00331212	Blackskull, Reilly (Reilly)	A
03131314	Daybreak, Rory (Rory)	B
04041234	Tombs, Skylar (Sky)	A
05044321	Brainiac, Dallas (Dallas)	B

### Grade Update

Course:

Term / End Date:

Student ID:

Name:

Student Level: UG

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

**Grade Change** Rectangular Ship

**My Courses**

**Grade Change**

Term Code: Summer 2017

Course: COM-370 Sp Top: Mass Communication & Society

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B
22222211	Nevermore, Lee (Lee)	B
00331212	Blackskull, Reilly (Reilly)	A
03131314	Daybreak, Rory (Rory)	B
04041234	Tombs, Skylar (Sky)	A
05044321	Brainiac, Dallas (Dallas)	B

**Grade Update**

Course: COM-370 Sp Top: Mass Communication & Society

Term / End Date: Summer 2017 (First Half of Term-UG/GRAD) / 2017-06-29 (29 days)

Student ID: 22222211

Name: Nevermore, Lee (Lee)

Student Level: UG

**Grade Change**

**My Courses**

[New Grade Change](#)

**Pending Grade Changes**

Term Code	Subject	Course #	CRN	Student ID	Student Name	Current Grade	Proposed Grade	Status
Summer 2017	COM	370	51726	00011122	Earnhardt, Amelia (Millie)	B	A	<b>Pending Approval - UG</b>

- 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.

Grade Change

My Courses

New Grade Change

Pending Grade Changes

Term Code	Subject	Course #	CRN	Student ID	Student Name	Current Grade	Proposed Grade	Status
Summer 2017	COM	370	51726	00011122	Earnhardt, Amelia (Millie)	B	A	Change Approved

**Email:**



**WFU Grades** <grades@wfu.edu>

to me

The grade change is approved.

Term Code: 201750  
CRN: 51726  
Course: COM-370 B  
Title: Sp Top: Mass Communication & S  
Student: Earnhardt, Amelia (Millie)

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.

Term Code: Summer 2017

Course: COM-370 B - 51726 - Sp Top: Mass Communication & S

Student ID	Student Name	Current Grade
00011122	Earnhardt, Amelia (Millie)	B

**Grade Update**

The grade change deadline has passes. This grade can not be changed at this point. Term Code: 201750 CRN 51726 Course: COM-370 B Title: Sp Top: Mass Communication & S Student: Earnhardt, Amelia (Millie)

Course: COM-370 Sp Top: Mass Communication & Society

Term / End Date: Summer 2017 (First Half of Term-UG/GRAD) / 2017-06-29 (26 days)

Student ID: 00011122

Name: Earnhardt, Amelia (Millie)

Student Level: UG


Current Grade: B

Proposed Grade: A

Reason for the grade change  
Amelia was unable to write her final essay for me in my section of COM 370 due to a concussion. She has now submitted her paper, and her final grade for the course should be A

Existing Change Status: **Change Denied**

**Email:**

 **WFU Grades** <grades@wfu.edu>  
to me

The grade change deadline has passed. This grade can not be changed at this point.

Term Code: 201750  
CRN: 51726  
Course: COM-370 B  
Title: Sp Top: Mass Communication & S  
Student: Earnhardt, Amelia (Millie)

\* **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](mailto: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.)