

Change of Grade Process from the Faculty Center

Faculty with an active ISIS account will now be able to process a change of grade using their faculty center in ISIS. Faculty who do not have an active ISIS account will continue to process grade changes using the Change of Grade Notice form located in the department. Faculty who change a grade using ISSI will no longer be required to complete the form.

To process a change of grade from your Faculty Center, choose the term and roster for the change. Under the Grade Roster Action is the link for Request Grade Change. Click on the link for the list of students on the roster.

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status Submitted Posted

[Request Grade Change](#)

At the Grade Change Request page you will see the course information at the top of the page along with a list of the students in the course and the Official Grade for that student.

Grade Change Request

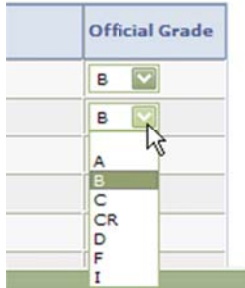
Spring 2010 | Regular Academic Session | The University of Arkansas | Undergraduate

▼ [ACCT 3533 - 001 \(1160\)](#)
Accounting Technology (Sp, Fa) (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 2:30PM-3:50PM	Business Bldg Comp Lab 0250	Robin Carr	01/11/2010 - 05/07/2010

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Graded	B ▼
2		Enrolled	Graded	B ▼
3		Enrolled	Graded	B ▼
4		Enrolled	Graded	C ▼

Click on the drop down box next to the grade for the student to reveal the grades that are available for the course. Only the grades that are associated with the class will be available; you will not be able to assign a grade of W, R or Audit for example.



Select the new grade from the dropdown list. Once the new grade is selected from the drop down box and click the Submit button at the bottom of the page.



Once the grade has been successfully submitted there will be a notation of Success in the last column next to the student's name.

Official Grade	
B	
F	Success
B	

The grade change is then logged in the Grade Change Audit Table from which the audit report can be generated.

Change Details		Units and GPA	Miscellaneous Details							
User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt
rcarr		10/22/2010 10:41:58AM	After	1103	1160	ACCT	3533	F	F	10/22/2010
scribner		10/22/2010 10:41:58AM	Before	1103	1160	ACCT	3533	B	B	07/20/2010

The Grade Change Audit Table contains the faculty ID, date and time the change was made on the faculty center, term, class information and grade before and grade after.

Audit reports will be generated daily for the convenience of the college. E-mails will also be generated to notify the instructor of record and the student that a grade change has occurred. The Registrar's Office will have daily queries to check for changes in the student's academic status.