Faculty: Grade Changes for I, IP or NGR Grades

After grades have been posted for a course, grade changes must be processed in My Akron. Grades eligible to be changed in My Akron are:

<table>
<thead>
<tr>
<th>Career</th>
<th>Posted grade eligible to be changed:</th>
<th>Grade changed to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>I, IP, NGR</td>
<td>letter grade, CR, NC, I</td>
</tr>
<tr>
<td>Graduate</td>
<td>I, IP, NGR</td>
<td>letter grade, CR, NC, I, IP</td>
</tr>
<tr>
<td>Law</td>
<td>I, IP, NGR</td>
<td>letter grade, CR, NC, I</td>
</tr>
</tbody>
</table>

**NOTE:** Grade changes CANNOT be processed in My Akron for graduate level Thesis (699) or Dissertation (899) courses. The Grade Change Request located in the Forms for Faculty/Staff pagelet in My Akron must be completed and submitted.

Any other grade change requests must be submitted on an approved Grade Change Request.
Entering Grade Changes

Instructions:
1. Log in to My Akron with your Uanet ID and password:

   ![Login to My Akron](image)

2. Click the Faculty Center link located on the Faculty/Staff tab.

   ![Faculty Center link](image)
Instructions:

3. Click on the grade roster icon for the course for which you wish to submit a grade change.

*NOTE: If you need to submit a grace change for a different term, click the **Change Term** button.*
**Instructions:**

4. The grade roster is displayed. The Request Grade Change link becomes available once at least one final grade is posted to the grade roster. *Use the links provided to navigate – do not use the browser’s Back button.*

![Grade Roster](image)

NOTE: Grade changes CANNOT be processed in My Akron for graduate level Thesis (699) or Dissertation (899) courses and the Request Grade Change link will not be available. The Grade Change Request located in the Forms for Faculty/Staff pagelet in My Akron must be completed and submitted.
**Instructions:**

5. When the Request Grade Change link is clicked, an alternative Grade Change Request roster becomes available.

A drop-down menu will appear for each grade that is eligible for adjustment without a Dean’s signature. Click on the drop-down menu and select the new grade to be assigned to the student.
**Instructions:**

6. Grade changes may be submitted for a single student or for multiple students (depending on how many students have grades that are eligible for adjustment).

   Once a change has been made (for a single student or for multiple students), click on the Submit button.

![Grade Roster](image)

Click on Submit when finished
Instructions:

7. Confirmation of successful submission will appear to the right of the changed grade.

8. An e-mail will automatically be generated and sent to the student notifying them of the grade change.

9. Click on the Return to Grade Roster link to return to the regular grade roster.
Grade Changes for I, IP and NGR Grades  

**Instructions:**

10. If you wish to print the grade roster scroll down and click the **Printer Friendly Version** button. Once this appears, use the browser’s print function to print the roster.

11. To view the grade roster for another class, click the **Grade Roster** link.

12. Don’t forget to sign out of self-service when you are finished. Click the **Sign Out** link in the header bar.

Always Sign Out of the application.