Faculty User Guide for Online Grading, Grade Changes, & Grading Policies

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Getting Started

Welcome

This guide is intended to help you navigate and use EagleNET for online grading and grade change processes. This guide is organized by section: Getting Started, Entering Final Grades, Grade Changes, Troubleshooting Grade Change Errors, and Frequently Asked Questions. There are also three appendices to this guide: Valid Grades by Grade Mode, How to Assign an Incomplete Grade, and Grade Change Reasons.

Screen shots, along with basic explanations, are included to facilitate the use of this guide. At any time you have a problem or question using EagleNET, please contact the Help Desk at x2247.

Access

You can access EagleNET from Inside EWU (http://inside.ewu.edu) or by visiting this direct link: https://eaglenet.ewu.edu/ssomanager/c/SSB?pkg=twzkirq.p_sso

Logging In

To log in to EagleNET, you will need to know your EWU Single Sign-On (SSO) information.

Enter your NetID and password, then click Login.

Click on the Forgot your password? link for help resetting your SSO password.

You can also contact the IT Help Desk at (509) 359-2247 for additional login assistance.

Eastern Washington University

NETID

Enter NetID

PASSWORD

Enter Password

Login

› Forgot your password?

› Need Help?

Entering Final Grades

How to Submit Final Grades in EagleNET

Faculty must submit final grades via EagleNET (Canvas grades do not import into EagleNET and will not appear on student transcripts).

To enter grades:

1. Log in to EagleNET using your SSO login information.
2. Click on the Faculty & Advisors button.
3. Click on the Grades tile.

If the grading window for your course(s) is not currently open, your screen will look like this:

If the grading window for your course(s) *is* currently open, your courses will be displayed in the window:

4. Click on the course for which you want to enter final grades, then click on the Student Roster button.

5. If not already highlighted, click on the Final Grades tab at the top of the screen.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades   **Final Grades**   Gradebook

6. Enter the final grades for each of the students on the roster. Select a final grade from the drop-down list. For more information on the available grade options, review the Grade Options section of this user guide. **In the screenshot below, the students' names and ID numbers have been obscured for their security.**
    1. If you are entering a failing (F) grade or an incomplete (X) grade, you must enter the student's last attend date.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades   **Final Grades**   Gradebook

Enter Grades   Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended

7. When you have finished entering grades, scroll all the way to the bottom of the screen and click on the Save button.
8. After you have saved your final grades, a green Save Successful message should appear at the top-right of the screen. If not, the save was not successful; please resubmit your grades.

Faculty Grade Entry • Final Grades   ✓ Save Successful

Faculty Grade Entry

Midterm Grades	**Final Grades**	Gradebook

Enter Grades							⊞	Search	🔍

Full Name	^	ID	⌄	Midterm ⌄ Grade	Final Grade	⌄	Rolled ⌄	Last Attend Date	⌄	Hours ⌄ Attended

9. To return to your course list and enter grades for another course, click on the 4-tile menu icon at the top-left of your screen, then click Banner, then Faculty & Advisors, then Grades. This will take you back to the Final Grades screen in EagleNET that lists all of your courses for the term that are open for grading.

⊞

Banner   ›

⊞

‹ Banner

Personal Information   ›

Student   ›

Financial Aid   ›

Faculty and Advisors   ›

Employee   ›

Finance   ›

CommManagement

Click on the next course for which you wish to enter final grades, then click on the Student Roster button. Follow steps 5-9 to enter final grades for all of your courses.
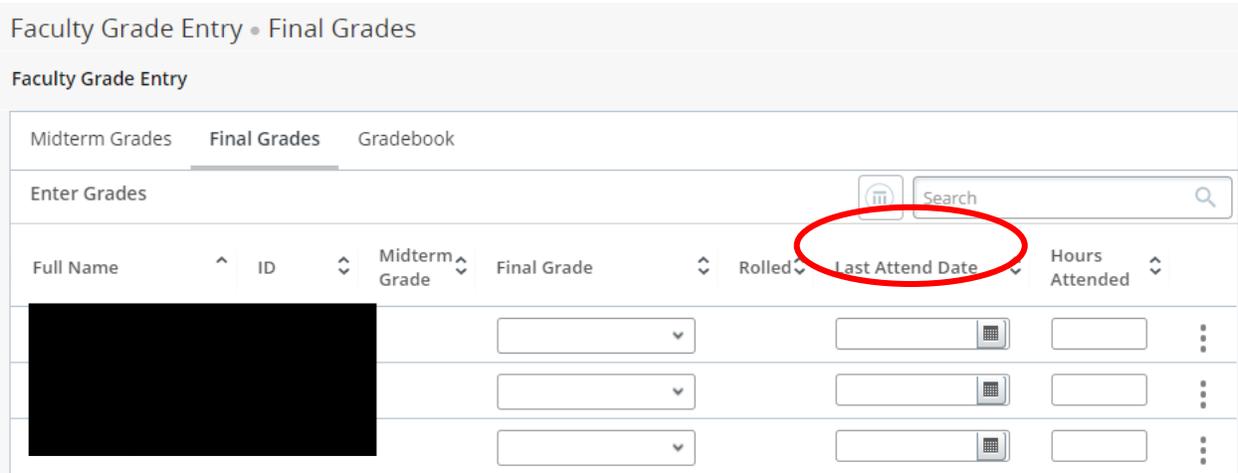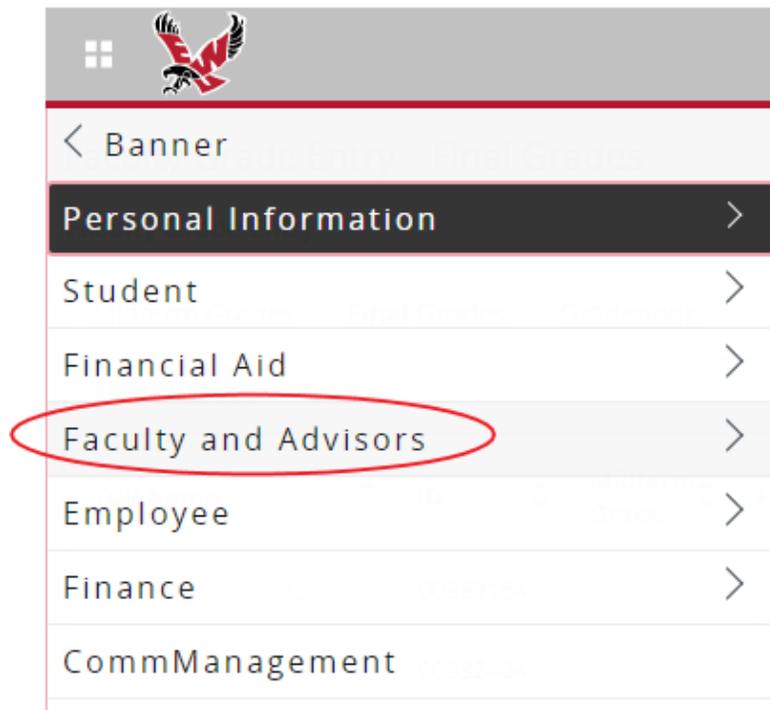
Faculty Guide for Online Grading, Grade Changes, & Grading Policies

Revised December 2020   Records and Registration
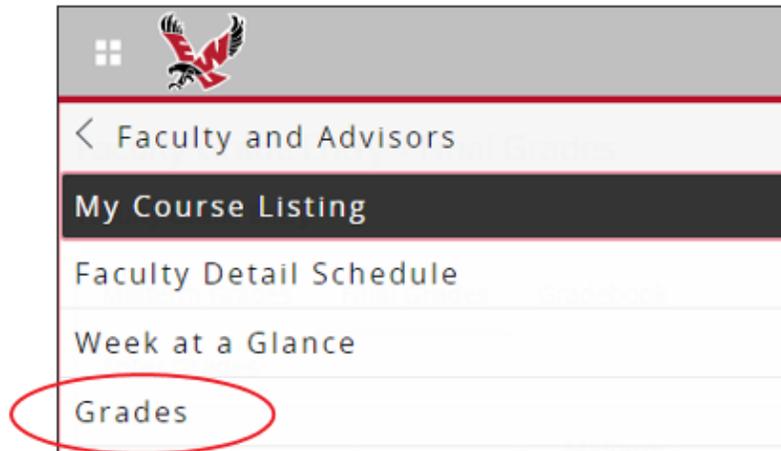
Grade Changes

Accessing the Electronic Grade Change Form

As of Winter Quarter 2020, most grade changes can now be entered online through EagleNET.

To access the electronic grade change form:

1. Log in to EagleNET using your SSO login information.
2. Click on the Faculty & Advisors button.
3. Click on the Grade Change tile.

How the Grade Change Process Works

The electronic grade change workflow can be summed up in 4 steps:

Step One: Instructor Submission

- The course instructor submits a new grade change case for a student
- The automated workflow directs the case to the Department Chair for review

Step Two: Department Chair Review

- If approved, the workflow directs the case to the Dean (or Associate Dean) for review
- If denied, the workflow ends and nothing else happens
- If returned the case for revision, the workflow directs the case back to the instructor for revision, then the process restarts

Step Three: Dean Review

- If approved, the workflow directs the case to the Records and Registration Office for final review
- If denied, the workflow ends and nothing else happens
- If returned the case for revision, the workflow directs the case back to the instructor for revision, then the process restarts

Step Four: Records and Registration Review & Processing

- If approved, the workflow directs the case to the Records and Registration Office for final review
    - o   Records and Registration processes the change and the workflow ends
- If denied, the workflow ends and nothing else happens
- If returned the case for revision, the workflow directs the case back to the instructor for revision, then the process restarts

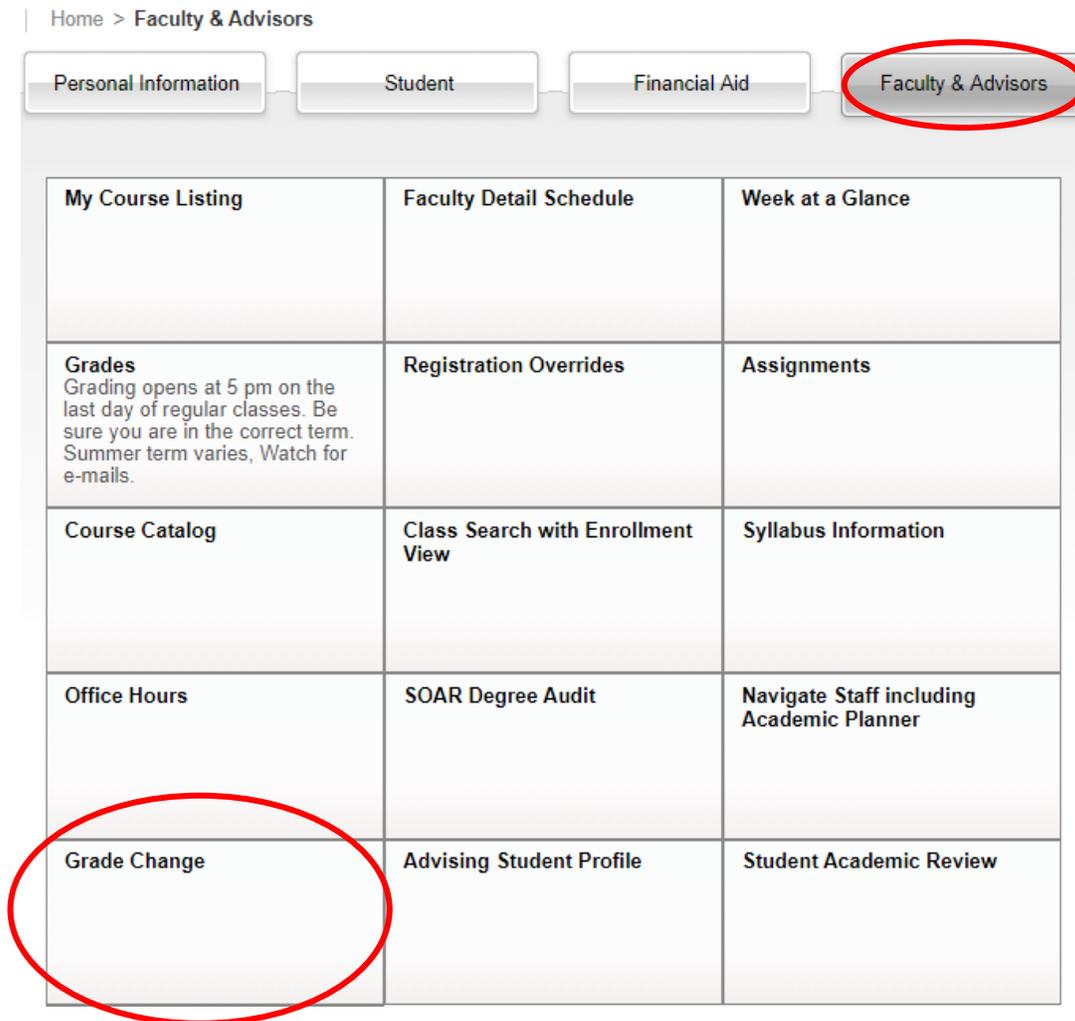## Step One: Instructor Submission

Before starting a new grade change case, instructors *must* know the following information:

- Student's 8-digit ID number (e.g.: 00123456, can be found on My Course Listings on EagleNET)
- Term (this is the term for which the student **originally** enrolled in the course)
- Course Reference Number (CRN – can be found on My Course Listings on EagleNET)

To start a grade change case:

1. Log in to EagleNET using your SSO login information.
2. Click on the Faculty & Advisors button.
3. Click on the Grade Change tile.

4. Enter the student ID number, term, and CRN, then click Next.

   a. Typically, grade changes must be completed within two years after the course was originally taken. If you have a grade change for a course before Fall 2018, please contact grades@ewu.edu to make special arrangements.

Note: the list of available terms in the drop-down box dates back as far as 201835 — Fall Semester 2018. This is because EWU migrated from numeric grades to alpha grades in Fall 2018. The electronic grade change form only works for courses taken Fall 2018 or later.

5. The next page of the form consists of four blocks: the pre-populated information block, the grade change block, the notes block, and the approval block.
   a. The first block (see screenshot below) pre-populates information from the previous page. No action is required in this block.

Instructor Updates or Adds a Grade

Instructor:

Student:

Section: CSCD-110-002 17491.201910 (01-07-19 to 03-22-19)

   b. In the second block (see screenshot below):
      I. Current Grade Assigned
         i. This is the student's grade as it currently shows on their transcript.
      II. Original Grade Assigned
      III. This is the first grade that the student was awarded for this course. In most cases, this will be the same as the Current Grade Assigned.
      IV. New Grade **(*required field)**

       i.   Choose a new grade from the drop-down list. Only grades from this list can be selected.

V.   Final Conversion Grade **(sometimes required)**

       i.   This field is only visible and required if assigning an incomplete grade.

VI.   Extension Date (sometimes required)

       i.   This field is only visible and required if assigning an incomplete grade. This is the date by which students must finish their coursework. After this date, their Current Grade Assigned will convert to the Final Conversion Grade.

VII.   Last Date of Attendance **(sometimes required)**

       i.   This field is only required if assigning an incomplete grade, a failing "F" grade, or a non-credit "NC" grade.

      ii.   If the student attended the entire term, instructors may use the last date of the term. **Note that the term dates are displayed in the first block on this screen for easy reference.**

VIII.   Grade Change Reason **(*required field)**

       i.   Choose a reason for the grade change that best matches the student's circumstance.

Current Grade Assigned

A

Original Grade Assigned

B+

New Grade *

X

Final Conversion Grade *

F

Extension Date *

08/14/2020

Last Date of Attendance *

03/22/2019

Grade Change Reason *

Entry Error (EE)

    c. The third block is an empty notes block. Instructors can put extra notes here if desired; these notes will be linked to the grade change case and can be referenced in the future.

Notes

    d. The fourth block on this form (see screenshot below) requires instructors to select their Chair- and Dean-level approvers for the grade change case.
        I. In the Select Your Department Chair field, begin typing the Chair-level approver. Click on the approver's name to select them.
        II. In the Select Your Department Chair field, begin typing the Chair-level approver. Click on the approver's name to select them.

Note: If the Chair or Dean does not appear in the list, please contact grades@ewu.edu for assistance.

Select Your Department Chair * | Start typing to see the list of Chairs |

Select Your Dean or Associate Dean * | Start typing to see the list of Deans & Associate Deans |

Next

    e. To submit the grade change, click Next.

The grade change has been submitted and will now be routed to the Department Chair for review.

Step Two: Department Chair Review

After the instructor has selected their Chair and Dean and has submitted the electronic Grade Change Form, the form will automatically be routed to the Department Chair for approval.

This approval request comes in the form of an email. The Chair will receive an email to their EWU employee email address asking them to review the student's grade change.

Thu 3/19/2020 8:45 AM

Workflow Admin (Banner)

Department Chair Approval Needed for Grade Change - ▮▮▮▮▮▮▮▮▮▮▮▮

To   Mikkelborg, Alex

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Grade change request #677 has been entered by instructor ▮▮▮▮▮▮▮▮▮▮▮▮ Review the information below and either approve, deny, or cancel the request.

If you need assistance, please review the attached Electronic Grade Change Form User Guide PDF. For additional questions or assistance, contact grades@ewu.edu.

Grade Change Case Number: 677
Instructor: ▮▮▮▮▮▮▮▮
Student: ▮▮▮▮▮▮▮▮▮▮
Term: 201910-Winter Quarter 2019
Course: CSCD-110-002 (17491)
Current Grade: A
New Grade: X
Reason: Entry Error (EE)
Notes:

DO YOU APPROVE THIS GRADE CHANGE?

Approve Not Approved Cancel

If you need to return this grade change to the instructor for revision, please View Case in Workflow, select "Return for Revision" and enter comments.

Case History

Task Name	Date and Time	User	Status	Comments
Instructor Updates or Adds a Grade	2020-03-19 15:45:10	▮▮▮▮▮▮	New Request Started	

To process this grade change case:

1. Click Approve, Not Approved, or Cancel.
    a. If approved, the case will be routed to the Dean-level approver.
    b. If not approved, the case workflow will end and no further action will be necessary.
    c. If canceled, the case workflow will end and no further action will be necessary.

2. To send the grade change back to the instructor for revision, click on the View Case in Workflow link below the approval options in the email.
   a. This opens the grade change workflow in a web browser. Select Return for Revision and add comments.

DO YOU APPROVE THIS GRADE CHANGE?

Approve Not Approved Cancel

If you need to return this grade change to the instructor for revision, please View Case in Workflow, select "Return for Revision" and enter comments.

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3. After the grade change has been approved, denied, canceled, or returned for revision, the following confirmation message will open in a web browser tab, indicating that the process is complete.

Information
The answer has been submitted. Thank you.

Step Three: Dean Review

After the Chair has approved the grade change, the case will be directed to the Dean-level approver for review. The Dean-level approver will receive an automated email nearly identical to the one the Chair-level approver received.

The steps for Dean-level approval are the same as the steps for Chair-level approval. Follow the steps outlined in Step Two: Department Chair Review for step-by-step instructions.

Step Four: Records and Registration Review & Processing

If the Department Chair and College Dean have both approved the grade change request, it will be automatically be routed to the Records and Registration office for final review and processing.

Once approved by Records and Registration, the student's grade will update in Banner and the change will be visible on the student's transcript, which they can view on EagleNET.

Returning a Grade Change for Revision

If the Chair, Dean, or Records and Registration staff return a grade change request for revision, it is sent back to the instructor that originally initiated the grade change request.

The instructor will receive a new email with instructions on how to revise the grade change.

Thu 3/19/2020 10:07 AM

Workflow Admin (Banner)

Returned Grade Change for ▮▮▮▮▮▮▮▮▮

To   Mikkelborg, Alex

▮▮▮▮▮▮▮

The following grade change has been returned to you for revision. To make updates or cancel this grade change, please View Case in Workflow, make any necessary changes and add any notes or comments, then submit.

Grade Change Case Number: 677
Instructor: ▮▮▮▮▮▮▮▮
Student: ▮▮▮▮▮▮▮▮▮
Term: 201910-Winter Quarter 2019
Course: CSCD-110-002 (17491)
Current Grade: A
New Grade: X
Reason: Entry Error (EE)
Notes: Returned for revision - please change conversion grade to a C.

If you need assistance, please review the attached Electronic Grade Change Form User Guide PDF. For additional questions or assistance, please contact grades@ewu.edu.

To review make the revisions:

1. Click the View Case in Workflow link
2. Update the grade change request in their web browser (see highlighted revision notes in the screenshot above)
3. Change the status to Update (see screenshot below) and add any additional comments if desired
4. Click Submit. The workflow will then restart the approval process.

Returned to instructor

Instructor: ▮▮▮▮▮▮▮▮▮▮▮

Student: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Section: CSCD-110-002 17491.201910 (01-07-19 to 03-22-19)

Current Grade Assigned	A
Original Grade Assigned	B+
New Grade *	X
Final Conversion Grade *	C
Extension Date *	08/14/2020
Last Date of Attendance *	03/22/2019
Grade Change Reason *	Entry Error (EE)

Status *	Updated	Comments	Conversion grade has been updated to a C.

Denying or Canceling a Grade Change

Grade change requests can be denied or canceled for many reasons. In the event a grade change request needs to be canceled, the user of the grade change entry's current step (Department Chair or College Dean) can deny or cancel the request. Records and Registration can also deny or cancel the request at any time, provided that the workflow has not already been completed.

To deny a grade change request, the Chair or Dean may either:

1. Click on the "Not Approved" link in their approval email
2. Click on the "View Case in Workflow" link in their approval email

If the "Not Approved" link is clicked from within the approval email, the case will be denied and the workflow will be ended.

If the "View Case in Workflow" link is clicked from within the approval email, the grade change case will open in a new web browser window (see screenshot below). From there, the Chair, Dean, or Records and Registration staff can select the desired case status from the drop-down box. To deny the case, click "Not Approved" and then "Submit".

Cancelling a grade change request works very similarly. The Chair or Dean may either:

1. Click on the "Cancel" link in their approval email
2. Click on the "View Case in Workflow" link in their approval email

If the "Cancel" link is clicked from within the approval email, the case will be canceled and the workflow will be ended.

If the "View Case in Workflow" link is clicked from within the approval email, the grade change case will open in a new web browser window. From there, the Chair, Dean, or Records and Registration staff can select the desired case status from the drop-down box. To cancel the case, click "Canceled" and then "Submit".

Note: Only the user of the current case step can approve, deny, or cancel a grade change request. If the case is on the Department Chair Approval step, neither the instructor nor the Dean can make changes. If it is on the College Dean Approval step, neither the instructor nor the Chair can make changes.

Records and Registration staff can cancel a grade change request at any time as long as that request has not completed the workflow process. Records and Registration staff can also track the status of a grade change and can reassign it to another user if needed. Please contact grades@ewu.edu for assistance with tracking or reassigning users.

Troubleshooting Grade Change Errors

Introduction

There are three common types of errors that occur when entering grade change requests:

- A wrong student ID was entered (commonly a typo)
- The incorrect term was selected
- An invalid CRN was entered (commonly a typo or section confusion)

This section of the user guide discusses each of these errors and includes detailed screenshots of where the error was entered and how the error presents itself.

Common Error #1: Wrong Student ID Entry

This is the most common error received on all grade change requests. It is crucial to make sure the correct student ID is entered on the electronic Grade Change Form.
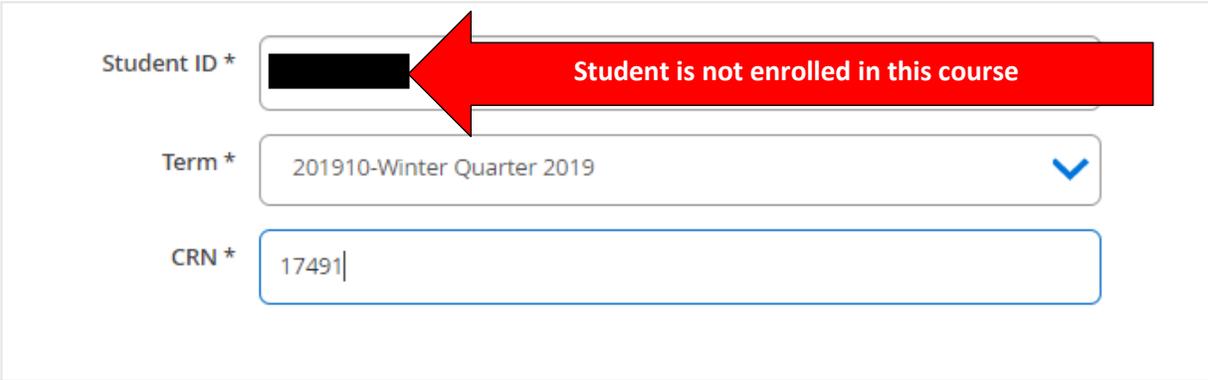
After the instructor clicks "Next", the Grade Change Form will try to proceed to the next step (grade change information input).

At first glance, it would appear that the Grade Change Form accepted the incorrect student ID number. However, it becomes clear that this was an error when the instructor attempts to select a new grade from the drop-down.

When the instructor tries to select a new grade, no options appear on the drop-down list. This will also occur for the Grade Change Reason drop-down menu.

The inability to select a grade or reason is an immediate red flag. If this occurs, the instructor needs to review the student information in the first block of the Grade Change Form to verify that the student they have entered is indeed the correct student.

If it is *not* the correct student, the instructor needs to click on "Previous Step", located at the top-right of the screen (circled above in red). This will revert the form to the previous step and allow the instructor to edit the student ID information.

Correct student ID numbers can be found via course My Course Listings in EagleNET. **All student ID numbers entered on the Grade Change Form must include the leading zeros (example: 00123456, rather than 123456).**

If in the rare case that it *is* the correct student, please contact grades@ewu.edu for assistance.

Common Error #2: Incorrect Term Selection

Another common mistake received on grad change requests is that the incorrect term was selected. It is easy to accidentally click on the wrong term in the drop-down menu, so it is critical that the instructor pay close attention to which term is selected on the form.

Note: The term needs to be the term in which the student originally enrolled in the course, NOT necessarily the term in which the student completed coursework.
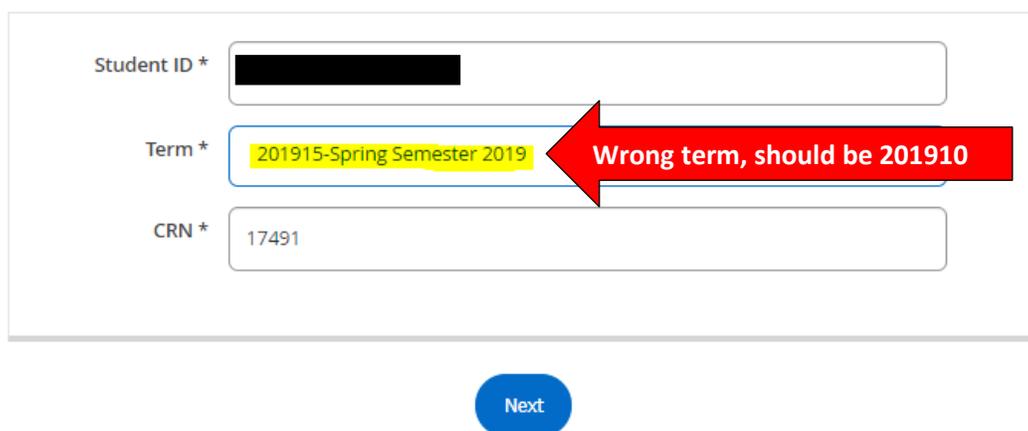
In the screenshot below, the incorrect term was selected for this student's grade change. The student originally took this course in Spring Quarter 2019, not Spring Semester 2019.

After the instructor clicks "Next" with the wrong term selected in the drop-down, an error message screen will appear.

The error message states that the section is not found. This is because this particular student and CRN do not match for the selected term.

To resolve the error, the instructor will need to click on either "Back" or "Previous Step" (both circled above in red). This will revert the form to the previous step and allow the instructor to select the correct term. Correct term information can be found via course My Course Listings in EagleNET.

Common Error #3: Invalid CRN Entry

The final most common error received on grade change requests is an invalid course reference number (CRN), which frequently occurs when instructors teach multiple sections of the same course.

In the next example, an invalid CRN was entered for this particular student and term.

After the instructor clicks "Next" with the wrong CRN entered, an error message screen will appear.

The error message states that the section is not found. This is because this particular student was not enrolled in the entered CRN for the given term.

To resolve the error, the instructor will need to click on either "Back" or "Previous Step" (both circled above in red). This will revert the form to the previous step and allow the instructor to select the correct term. Correct CRN information can be found via course My Course Listings in EagleNET.

Frequently Asked Questions

This section covers frequently asked questions regarding the electronic grade change form and workflow and grading policy.

Where can I find the link to the electronic grade change form?

The electronic grade change form can be found in EagleNET (go to EagleNET → Faculty & Advisors → Grade Change). You can also access the form online via this direct link. We recommend that you bookmark the link for easy future reference.

Why does the term list only go back as far as 201835-Fall Semester 2018?

In the Fall of 2018 (beginning with Fall Semester 2018 and Fall Quarter 2018), EWU switched from numeric grades (0.0-4.0) to alpha grades (A-F). During testing, the electronic Grade Change Form was unable to handle the numeric grades for courses offered before Fall 2018. As such, it was decided that the electronic Grade Change Form would only accept new cases for courses offered after Fall 2018.

I have a grade change from before Fall 2018. What should I do?

The time limit on grade changes is typically 2 years from when the original course was taken. Most grade change cases should be for courses after Fall 2018. However, if you do have a grade change for a course before Fall 2018, please contact the Records and Registration office at grades@ewu.edu for assistance with this special circumstance.

What is an "N" grade?

"N" grades are reserved for Academic Integrity cases pending review. **Do not use an "N" grade as a no-show or a no-credit option.**

What are the valid grade options?

Please review Appendix 1: Valid Grades by Grade Mode for more information.

What is the difference between an "X" grade and a "Y" grade?

An incomplete "X" grade is a temporary grade given under special circumstances when a student is complete the course. To resolve an incomplete "X" grade, a student must work with their instructor to meet the course requirements, after which point the instructor will submit a new grade change request to change the "X" to a final grade.

When entering an incomplete "X" grade via the electronic Grade Change Form, the instructor must provide a final conversion grade (this is the grade the incomplete will automatically convert to after a given period of time), the extension date (this is the date the grade will automatically convert to the final conversion grade), and the student's last date of attendance.

A deferred "Y" grade is awarded for thesis, research, practicum and other similar types of courses which are known to require more than a single quarter for complete. The student's final grade is manually assigned after all course requirements have been completed.

"Y" grades do not automatically convert to a final grade. To change a student's "Y" grade, the instructor needs to complete the electronic Grade Change Form and request that the grade be changed.

For more information on Incomplete "X" grades, please review Academic Policy 303-24 (1-5).

How do I assign an incomplete "X" grade?

Please review Appendix 2: How to Assign an Incomplete Grade for more information.

What are the valid reasons for grade changes?

Please review Appendix 3: Grade Change Reasons for more information.

I am the Chair (or Dean), and I need to enter a grade change for a student, even though I did not teach the course. What should I do?

The electronic Grade Change Form is currently only configured to allow the official instructor of record to enter grade changes for their courses. Please contact grades@ewu.edu for assistance with this special circumstance.

I am a department secretary, and one of my faculty members has given me permission to complete a grade change request on their behalf for a student. How do I do this?

Again, the electronic Grade Change Form is currently only configured to allow the official instructor of record to enter grade changes for their courses. If you have extenuating circumstances that do not allow the instructor to go online and use the electronic form, please contact grades@ewu.edu for assistance.

I am the Chair, but I am also the instructor of record for a course. I need to submit a grade change for one of my students. What should I do?

If you are a Department Chair but also faculty for a course, and you need to enter a grade change for one of your own students, you must do so using the electronic Grade Change Form.

When filling out the form, select yourself as the Department Chair, then select your College Dean. You will receive all Instructor and Chair email notifications for this grade change case.

I am a department secretary. How do I track the progress of a student's grade change?

At this time, only those directly involved with the workflow of a grade change case may track the status of that case. Department secretaries do not currently have the access to track grade change cases via the online workflow site.

I am a faculty member/Chair/Dean. How do I track the progress of a student's grade change?

Only those people directly involved with a particular grade change case may track the status of that case, which means that you will need to be the instructor, Chair or Dean assigned to the case in order to see it in the workflow site.

First, log into the online workflow site with your EWU Single Sign-On (SSO) information. Click here to open the workflow production site.

First, visit the online workflow site and EWU Single Sign-On (SSO).

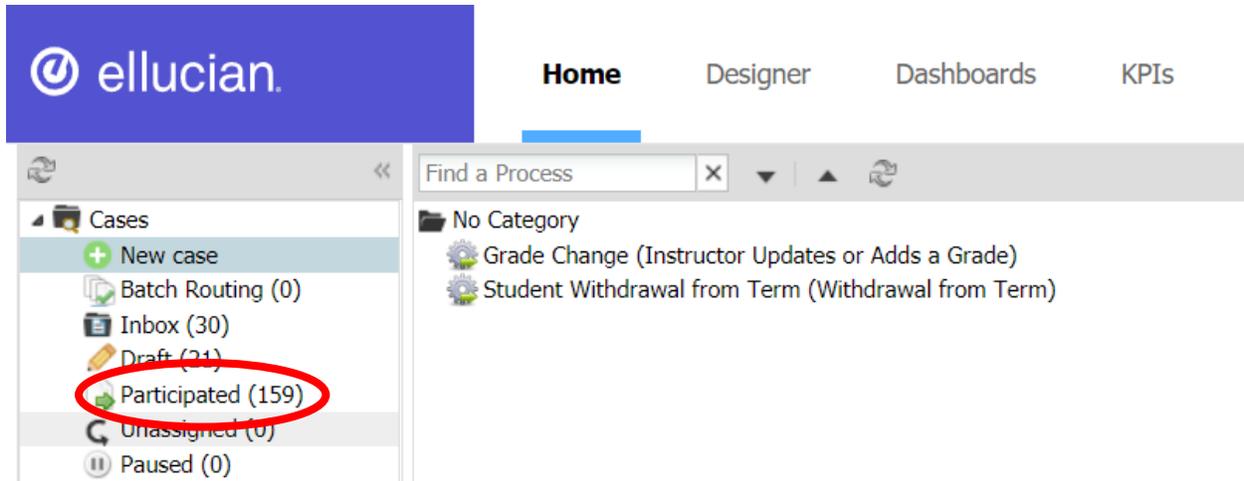Once you have logged in with your SSO information, you will be directed to the online workflow site.

To view cases you have participated in, click on "Participated" in the left-hand side of your screen.

This will show you a complete list of all the grade change cases you have worked with.

From here, you can either scroll through the grade changes to find the one you're looking for OR enter the student's name, ID number, term, or course into the search box (circled in the screenshot below in red).

The Task column shows each case's current step. In the two examples above, both cases are on the Records and Registration View step, meaning that these grade changes are waiting to be processed the Records and Registration office staff.

If you have questions about tracking the status of a grade change case, please contact grades@ewu.edu.

Where can I find the University's policy on grading?

Grading & Grade Changes are processed in accordance with EWU Academic Policy 303-24. This policy contains information about:

- Grading symbols
- Department and student designated pass/no credit and pass/fail options
- Incomplete grades
- Grade corrections
- Grade appeals

This policy can be found on the [University Policy Administration Website](#).

Appendix 1: Valid Grades by Grade Mode

When filling out the electronic Grade Change Form, instructors will only have the option to assign grades for their students that are valid for that specific course and grade mode. Below is a breakdown of all the grade options which you may see on the form:

All Grade Modes
- X—Incomplete
    - Must provide Final Conversion Grade, Extension Date, and Last Date of Attendance
- XC—Incomplete-Coronavirus
    - This is a special incomplete grade created specifically for use during the COVID-19 pandemic. For reasons relating to COVID-19, use this "XC" grade in place of the standard incomplete "X" grade
- Y—Deferred grade (thesis, practicum, etc.)
    - Not to be confused with an incomplete "X" grade – please see the difference between an X grade and Y grade in the FAQs section of this user guide
- N—Academic integrity case pending
    - **Do not use for no-show or no-credit**

Standard Grade Mode		**Pass/Fail Grade Mode**	
A	(4.0)	P	Pass
A-	(3.7)	F	Fail (0.0)
B+	(3.3)		
B	(3.0)		
B-	(2.7)	**Pass/No Credit Grade Mode**	
C+	(2.3)	P	Pass
C	(2.0)	NC	No Credit
C-	(1.7)		
D+	(1.3)		
D	(1.0)		
D-	(0.7)		
F	(0.0)		

Appendix 2: How to Assign an Incomplete Grade

When assigning an incomplete "X" or grade, instructors must enter the following information in addition to the student, course, and incomplete grade information:

- Final Conversion Grade
    - This is the grade the incomplete will automatically convert to after a given period of time
- Extension Date
    - This is the date that the incomplete "X" grade will automatically convert to the final conversion grade)
- Last Date of Attendance
    - For many students, this is the last day of the quarter. This can be found on the Academic Calendar.

Appendix 3: Grade Change Reasons

There are several valid reasons for changing a student's grade. Below is a complete list. Instructors always have the option of adding additional comments in the Notes section of the form.

- Work Completed (AW)
- Instructor Error (IE)
- Previous Incomplete Grade (PX)
    - Used when changing an incomplete "X" grade to a new, final grade
- Previous Deferred Grade (PY)
    - Used when changing a deferred "Y" grade to a new, final grade
- Original Entry (OE)
    - Only used when a student has not yet been given a grade for that course
- Grade Appeal (GA)
- Make-Up Work Complete (MC)
- Re-Calculated (RC)
- Other (OT)
    - If selecting Other as the grade change reason, please provide further explanation in the Notes section of the form