

QUICK GUIDE: ONLINE GRADE CHANGE FORM

SUMMARY

The [Online Grade Change](#) form allows grade changes, corrections to initial final grades, and removal of incomplete grades within the one-year deadline. Some enhancements include:

- Easy navigation on a single page with which displays all courses assigned to the instructor for the term selected.
- Searchable drop-down list of students from the class roster. Especially useful for classes with high enrollments (50+ students).
- A pop-up confirmation message appears after clicking the Submit button.
- View the grade change for the student on the page.

ACCESS ONLINE GRADE CHANGE

Access Online Grade Change form through **MyOregonState** under the Resources and search for **Change Posted Grades**.

CORRECT OR CHANGE A GRADE

- 1) Select the term using the **Term** drop-down. Courses assigned to you as the instructor of record will appear below.
- 2) Highlight the course to display the class roster.
- 3) Select the student from the dropdown list. The dropdown list is searchable and will show the matching name as you type.

Select a Term * ①

Available courses for the term. Highlight the appropriate course below to display the class roster.

CRN	Subject	Course No	Section	Title	Grade Mode	Enrolled
20836	AEC	405	001	READING AND CONFERENCE	P	1
20835	WR	121Z	030	*COMPOSITION I	N	1
20837 ②	WR	121Z	031	*COMPOSITION I	N	1
20838	WR	121Z	032	*COMPOSITION I	N	1

Page 1 of 1 Per Page 5 Records Found: 4

Use the dropdown list to select a student from the class roster.

Students * ③

Click on the student to display the Grade Change section below. Note: Grade changes are not available to students who have graduated or with grades of W, R, or AUD for the course.

Student ID	Student Name	Student Info	Graduated	Credits	Current Grade	Last Date of Attendance
④	Best Student, Eileen Star	Confidential	No	4	A	

Page 1 of 1 Per Page 5 Records Found: 1

- 4) Highlight the row with the student's information (ID and Student Name) to display the section to enter the grade change.

Click on the student to display the Grade Change section below. Note: Grade changes are not available to students who have graduated or with grades of W, R, or AUD for the course.

Student ID	Student Name	Student Info	Graduated	Credits	Current Grade	Last Date of Attendance
933012345	Best Student, Eileen Star	Confidential	No	4	A	

Page 1 of 1 Per Page 5 Records Found: 1

Use the dropdown to select a grade. F grades, N (no pass) grades, I/N and I/F grades require a last date of attendance.

Grade Options *

5

Last Date of Attendance

Reason Code: OC

Reason for Change: Online Instructor Correction

Click the Submit button to record the grade change. A confirmation message will display in the top right corner of the page indicating the grade was processed successfully.

SUBMIT

6

- 5) Select the new grade using the **Grade Options** dropdown. Only the applicable grades will display based on the grade mode (A-F grading or P/N grading) for the course.

Note: F grades, N (no pass) grades, I/N and I/F grades require a **Last Date of Attendance**. The date selected must be within Monday of Week 1 and Friday of Finals Week of the term of the course.

- 6) Click Submit. A successful confirmation message will display in the top right corner of the page.

IMPORTANT NOTES

- Removal of an incomplete grade within the one year deadline must be submitted by 5:00 pm the Friday of Finals Week before the incomplete reverts to the alternate grade.
- Once a letter grade (A-F) or pass/no credit (P/N) is assigned, you cannot change it to an incomplete (see [Academic Regulation 17](#)).
- If you need to submit a grade change for a graduated student, email your request to the Office of the Registrar at gradingquestions@oregonstate.edu. Requests must be within three months of the final degree conferral.

QUESTIONS?

Please email us at gradingquestions@oregonstate.edu with grade submission-related questions. The grading team will be happy to assist you with your question.