Loyola University Chicago

Student Information System

Working with Grade Changes through the Faculty Center in LOCUS
Working with Grade Changes through LOCUS

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Faculty Instructions

Requesting a Grade Change

Through the Faculty Center in LOCUS, an instructor may request a change of grade eight weeks into the following semester for Undergraduate Students. Approval through LOCUS by the Dean’s office of the school the student belongs to is required after submitting the grade change. An automated process is run after a Dean approves a grade change and, if approved, the change will post to the student’s record within 24 hours.

If grades for an entire class section require correction, the instructor should contact the Dean of the School that offers the class section.

1.) Click the Faculty Center link.

2.) Click “Change Term” to select the term you wish to request a grade change.
3.) Select the term you wish to request a grade change.

4.) Click “Continue.”

5.) Select the grade roster icon for the appropriate class section.
6.) Click the “Request Grade Change” button.

7.) Enter the new grade using the selector or by typing in the grade.

8.) Select a reason for the grade change.

9.) Click “Comments.”

NOTE: Comments are required to be entered. You must provide additional information regarding the request for a change of grade.

Available Reasons:
- Change I to Permanent Grade
- Grade Dispute
- Other
- Registration Error
- Recalculation of Grade
- Student Absent from Final
- Transcription Error
10.) Click “Ok.”

11.) Click “Submit.”

IMPORTANT NOTE:

If requesting multiple grade changes, click “Submit” after completing each individual student’s grade change including their reason and comments.

As a class may be comprised of students from more than one program, approvals may be directed to the Deans for more than one school.
12.) After clicking “submit,” a Pending box will appear.

Grades in “Pending” status may be recalled if they have not been approved. Directions for recalling grade changes may be found on the following page of these training materials.

13.) If entering grade changes for multiple students, click “Submit” between each request.

Note that upon exiting and returning to this page, the “Official Grade” will note the grade currently posted to the student’s record.
Recalling Grade Change Requests

Grade change requests may be recalled before they have been processed by the Dean’s office or Approver.

1.) Click the “Pending” button for the change you wish to recall.

2.) Click “Recall Grade Change”
1. Instructor enters Grade Change Request in LOCUS via Grade Roster; available through the 8th week of the term.

1a. Instructor may recall grade change prior to Dean's action.

2. Email sent to faculty member when grade change denied.

2a. Approved grade posted to the student's transcript.

2b. Initial grade remains posted to transcript.

2c. Dean receives a daily email notification, containing link to Grade Change Approval page, or Pending Grade Change Request.

2b. Initial grade remains posted to transcript.

3. Grade Change Inquiry

The Grade Change Form is to be used only after the end of the 8th week of the following term; prior to that, LOCUS must be used.