How Do I?

Request an Online Change of Grade.

PeopleSoft Version 9

1. **Sign In to PeopleSoft version 9**.
   Remember to use your "W" number when entering your log in.

2. **To Enter a Change of Grade click:**
   Self Service> Grade Change Request

3. Click on the **Add a New Value Tab** and then enter the **Term**, the **Class Number**, and the **Student Emplid** by clicking on the magnifying glass next to each box. Once completed, press the "ADD" button.

4. Student information will populate, please verify it is correct, then enter the **"New Grade"** and the **"Reason for Request".**

5. Click the **"Save"** button. This will generate a confirmation email message to you and a separate message to your Department Head for approval.

6. **Remember to Sign Out of PeopleSoft when you have finished your session.**

Note: Only one electronic grade change request can be submitted on a student per course. A second grade change request will need to be requested through email to records@southeastern.edu.

Grade Change Request Online Process:

- Once the instructor of the class inputs the grade change request, a confirmation e-mail will then be sent to the instructor and an email notification will be sent to the instructor's department head for approval.
- If the instructor's department head approves the change, an e-mail confirmation is sent to the instructor and to the instructor's department head. A separate notification will then be sent to the instructor's dean for approval.
- If the instructor's dean approves the change, an e-mail confirmation is sent to the instructor, instructor's department head, and the instructor's dean. A separate notification will then be sent to the Office of the Registrar for posting the change of grade request.
- Once the change of grade request is posted, an email confirmation will be sent to the instructor, instructor's department head, instructor's dean, and the student for which the change of grade has been requested.
- Students can check their LeoNet account periodically to confirm that their grade has been changed. Please allow 5-7 business days for processing, once the grade has been posted.

Valid grades are:

A = Excellent
B = Good
C = Average
D = Below Average
FY = Failing, Yes, student attended classes on or past the 60% point in the semester
FN = Failing, No, student **did not** attend classes on or past the 60% point in the semester
P = Passed
UY = Unsatisfactory, Yes, student attended classes on or past the 60% point in the semester
UN = Unsatisfactory, No, student **did not** attend classes on or past the 60% point in the semester
IP = In Progress (Thesis Courses)
I = Incomplete