Grade Change
YES User Guide

Grade Change is an online tool that can be utilized to update grades once they have been submitted.

VANDERBILT
Office of the
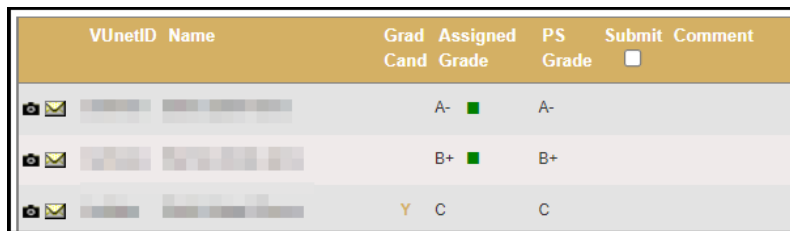University Registrar

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## Changing a Grade – Transcription and computational error

Once a grade has been submitted, if a transcription or computational error has occurred, grade changes prior to the end of the class change period of the succeeding regular semester will be routed automatically for posting to the student's record. This option will not be available for students who have graduated or students who are in their final term—you will need to use the paper grade change form in these cases.

1. Log into YES and access the Online Grading application. Select the appropriate term from the drop-down menu and select Final Roster for the section for which you would like to submit a grade change.

2. If a grade can be changed, a green box will appear next to the grade. Click on the green box to open the Grade Change Request.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit ☐	Comment
📷✉			A- ■	A-		
📷✉			B+ ■	B+		
📷✉		Y	C	C		

3. Select a new grade from the drop-down menu.

New Grade*

A
A-
B
B-
C+
C
C-
D+
D
D-
F
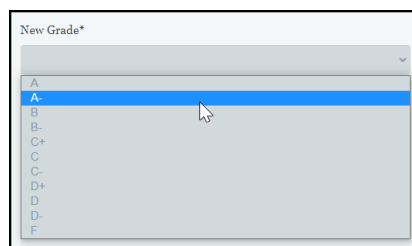
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4. Under Grading Error, select Yes.

5. Click submit.

6. The request will be routed for immediate processing and the updated grade will appear in the Online Grading application. Please give Online Grading a few minutes to update.

7. Once a change has been submitted, it can no longer be changed in Online Grading. You will need to use the paper grade change form.
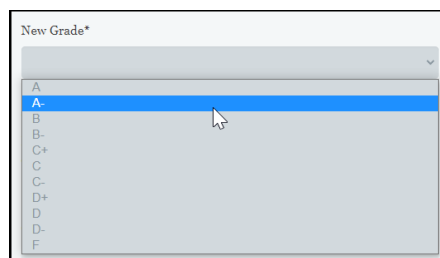
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Changing a Grade – Transcription and computational error (after class change period of succeeding regular semester) and other justifications

Once a grade has been submitted, transcription or computational error changes after the end of the class change period of the succeeding regular (fall/spring) semester and grade change requests with other justifications will be routed to the appropriate authority in the school for review and approval. This option will not be available for students who have graduated or students who are in their final term—you will need to use the paper grade change form in these cases.

1. Log into YES and access the Online Grading application. Select the appropriate term from the drop-down menu and select Final Roster for the section for which you would like to submit a grade change.

2. If a grade can be changed, a green box will appear next to the grade. Click on the green box to open the Grade Change Request.

3. Select a new grade from the drop-down menu.

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4. Select Yes or No under Grading Error. For answers of No, include a Grade Change Reason.

5. Click Submit.

6. The request will be forwarded to your school's Dean's Office for review and approval. You will be notified if the change has been denied. Otherwise, the updated grade will appear in the Online Grading application and the student will receive a notification once it has been approved.

7. Once a change has been submitted, it can no longer be changed in the Online Grading application. You will need to use the paper grade change form.
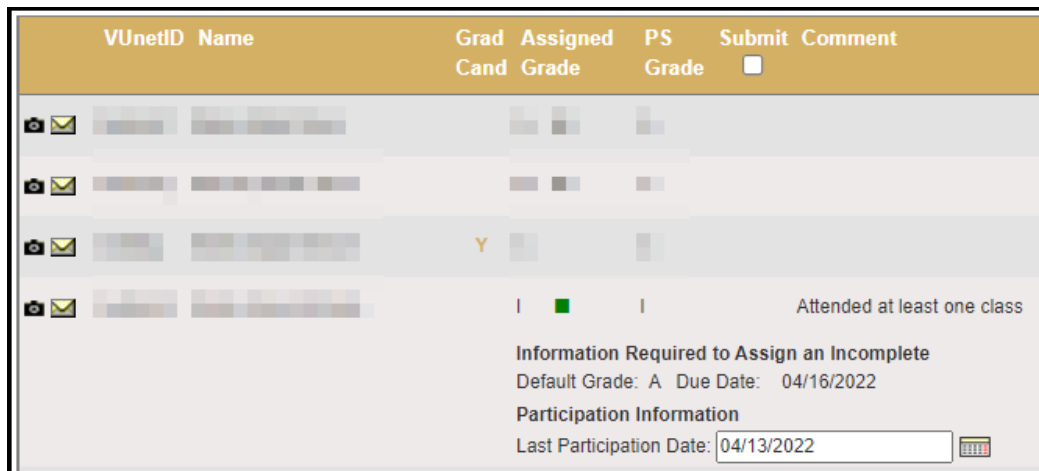
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## Temporary Grades – Changing the incomplete default grade

Once a temporary grade (incomplete, missed final exam, missed final exam/incomplete) is submitted, instructors will have 30 days after the due date indicated when the temporary grade was assigned to change the grade. All changes will be routed automatically to the student's record for posting. This option will not be available for students who have graduated or students who are in their final term—you will need to use the paper grade change form in these cases.

Temporary grades that are left unchanged for more than 30 days after the established due date will be changed to the default grade indicated by the instructor without further approval or review.

1. Log into Online Grading and select Final Grade Roster.

2. If a grade can be changed, a green box will appear next to the grade. Click on the green box to open the Grade Change Request.
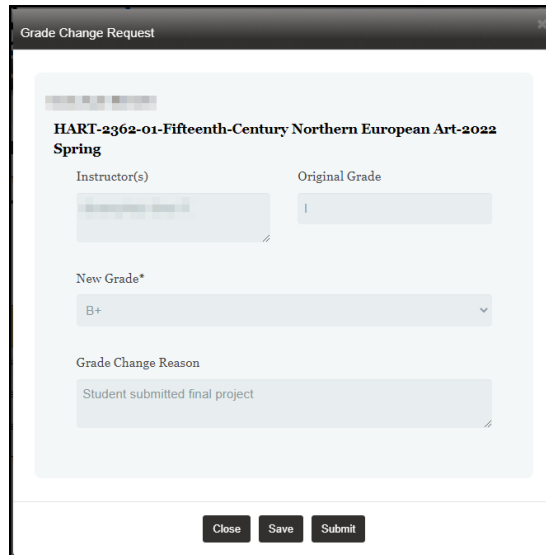

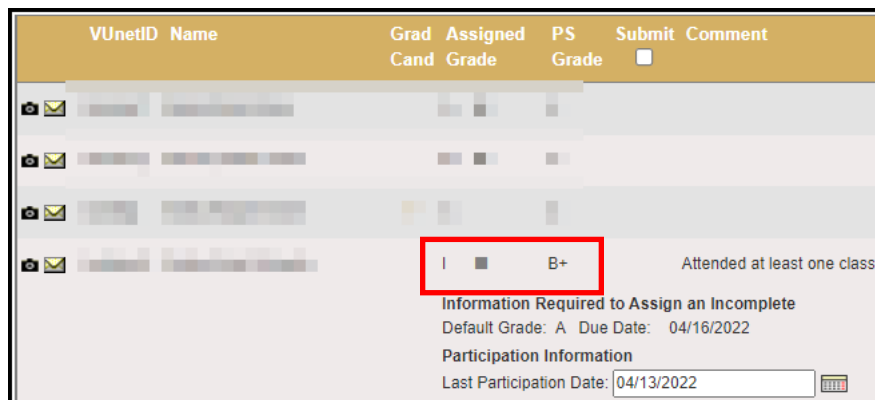3. Select a new grade from the drop-down menu.
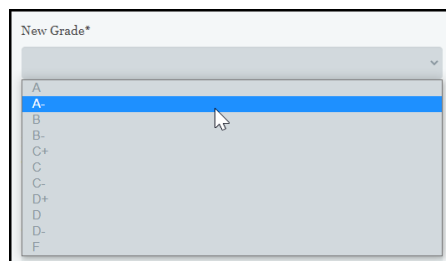
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4. Include a Grade Change Reason and click Submit.

5. The request will be routed for immediate processing and the updated grade will appear in the Online Grading application. Please give Online Grading a few minutes to update.

6. Once a change has been submitted, it can no longer be changed in Online Grading. You will need to use the paper grade change form.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.