

Loyola University Chicago

Student Information System

Working with Grade Changes through the Faculty Center in LOCUS

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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.

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Recalling Grade Change Requests

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

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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. **GRADE CHANGE PROCESS** LOCUS **INSTRUCTOR** 1 1a. Instructor enters Grade Change Request in LOCUS via Grade Roster; available through 1a the 8th week of the term. 2c. Email sent to faculty member 2c when grade change denied. 1c. Instructor may recall grade change 1c prior to Dean's action. 2a. Approved grade posted to LOCUS the student's transcript. 2a Grade Change runs daily posting 1b. The Dean receives a daily email grade to student's record. 1b notification, containing link to Grade Change Approval page, of Pending Grade Change Request. 2b. Initial grade remains posted to transcript. 2b 2a 3 Grade Change Inquiry **APPROVE** DENY

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DEAN **Authorized Approver**