



# 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.

The screenshot shows the LOCUS 2.0 web interface. At the top, there is a navigation bar with "Welcome, bbstaff", "Loyola Home", "LOCUS Home", and "Sign out". Below this are "My Page" and "News" buttons. The main content area features an "Enterprise Menu" on the left with options like "Personal Portfolio", "Search for Classes", and "Campus Solutions TRN". A "Faculty Center" window is open, showing a link to "Faculty Center". A yellow callout bubble points to this link with the text "1.) Click the Faculty Center link." Below the Faculty Center window, there is a "change term" button highlighted in green. A second yellow callout bubble points to this button with the text "2.) Click 'Change Term' to select the term you wish to request a grade change." The page also displays "LOYOLA UNIVERSITY CHICAGO" branding, a user profile for "Imma Instructor", and a table of teaching schedules for "Spring 2009".

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MLSC 202-001 (2635)	Leadership IV (Lecture)	0	TBA	TBA	Jan 12, 2009-May 5, 2009

Imma Instructor

[faculty center](#)

[class search](#)

[browse catalog](#)

**Faculty Center**

**Select Term**

Select a term then click Continue.

Term	Institution
<input type="radio"/> Spring 2009	Loyola University Chicago
<input checked="" type="radio"/> Spring 2008	Loyola University Chicago
<input type="radio"/> Fall 2007	Loyola University Chicago

3.) Select the term you wish to request a grade change.

CONTINUE

Faculty Center [Class Search](#) [Browse Catalog](#)

Class Roster Grade Roster

4.) Click "Continue."

My Teaching Schedule > Spring 2008 > Loyola University Chicago

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">MLSC 102-001 (3224)</a>	Leadership II (Lecture)	7	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 102-002 (3225)</a>	Leadership II (Laboratory)	7	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 107-001 (3236)</a>	American Military History (Lecture)	0	TBA		
	<a href="#">MLSC 152-001 (3226)</a>	Physical Training II (Laboratory)	8	TBA		
	<a href="#">MLSC 202-001 (3227)</a>	Leadership IV (Lecture)	3	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 202-002 (3228)</a>	Leadership IV (Laboratory)	3	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 252-001 (3229)</a>	Physical Training IV (Laboratory)	2	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 302-001 (3230)</a>	Adv Leadership II (Lecture)	4	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 302-002 (3231)</a>	Adv Leadership II (Laboratory)	4	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 312-001 (3233)</a>	Adv Leadership IV (Lecture)	0	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 312-002 (3234)</a>	Adv Leadership IV (Laboratory)	0	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 352-001 (3232)</a>	Physical Training VI (Laboratory)	4	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 362-001 (3235)</a>	Physical Training VIII (Laboratory)	0	TBA	TBA	Jan 14, 2008-May 9, 2008
	<a href="#">MLSC 399-001 (3237)</a>	Military History -Indep Study (Lecture)	0	TBA	TBA	Jan 14, 2008-May 9, 2008

5.) Select the grade roster icon for the appropriate class section.

[View Weekly Teaching Schedule](#)

[Go to top](#)

Faculty Center

Grade Roster

[View FERPA Statement](#)

**MLSC 202 - 001 Leadership IV**

Lecture (3227)

Spring 2008 | Regular Academic Session | Loyola University Chicago | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Imma Instructor	01/14/2008 - 05/09/2008

\*Grade Roster Type   Display Unassigned Roster Grade Only

**REQUEST GRADE CHANGE**

Notify	ID	Career	Name	Roster Grade	Current Grade
<input type="checkbox"/>		UGRD	<a href="#">Beethoven Jr,Ludwig Van</a>		B
<input type="checkbox"/>		UGRD	<a href="#">Blake,William</a>		A- GRD
<input type="checkbox"/>		UGRD	<a href="#">Hesse,Herman</a>		I

**NOTIFY SELECTED STUDENTS** | **NOTIFY ALL STUDENTS** | **PRINTER FRIENDLY VERSION**

[RETURN](#)

6.) Click the "Request Grade Change" button.

Faculty Center

Grade Change Request

Grade Roster Information			
Course	MLSC 202	Institution	Loyola University Chicago
Title	Leadership IV	Term	Spring 2008
Class Number	3227	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments
0	4 Beethoven Jr,Ludwig Van	Enrolled	Graded Alpha B		B+		Comments
0	7 Blake,William	Enrolled	Graded Alpha A-		A-	Change I to Permanent Grade Grade Dispute Other	Comments
0	8 Hesse,Herman	Enrolled	Graded Alpha I		I	Recalculation of Grade Registration Error Student absent from Final Transcription Error	Comments

**CANCEL** | **SUBMIT**

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

Comment

Grade recalculated after a misplaced assignment was discovered.

OK Cancel

10.) Click "Ok."

**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.

Done

LOYOLA  
UNIVERSITY CHICAGO

Faculty Center

Grade Change Request

Grade Roster Information

Course	MLSC 202	Institution	Loyola University Chicago
Title	Leadership IV	Term	Spring 2008
Class Number	3227	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments
	Beethoven Jr, Ludwig Van	Enrolled	Graded Alpha B	B+	Recalculation of Grade	▼	Comments
	Blake, William	Enrolled	Graded Alpha A-	A-		▼	Comments
	Hesse, Herman	Enrolled	Graded Alpha I	I		▼	Comments

CANCEL SUBMIT

11.) Click "Submit."

Faculty Center

Grade Change Request

Grade Roster Information			
Course	MLSC 202	Institution	Loyola University Chicago
Title	Leadership IV	Term	Spring 2008
Class Number	3227	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending
	Beethoven Jr, Ludwig Van	Enrolled	Graded Alpha B	B+	B+	Recalculation of Grade	Comments	Pending
	Blake, William	Enrolled	Graded Alpha A-	A-	A-		Comments	
	Hesse, Herman	Enrolled	Graded Alpha I	I	I		Comments	

CANCEL SUBMIT

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.

Faculty Center

Grade Change Request

Grade Roster Information			
Course	MLSC 202	Institution	Loyola University Chicago
Title	Leadership IV	Term	Spring 2008
Class Number	3227	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending
	Beethoven Jr, Ludwig Van	Enrolled	Graded Alpha B	B+	B+	Recalculation of Grade	Comments	Pending
	Blake, William	Enrolled	Graded Alpha A-	A-	A-		Comments	
	Hesse, Herman	Enrolled	Graded Alpha I	C	C	Change I to Permanent Gra	Comments	Pending

CANCEL SUBMIT

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.

**LOYOLA UNIVERSITY CHICAGO**  
Faculty Center

### Grade Change Request

Grade Roster Information

Course	MLSC 202	Institution	Loyola University Chicago
Title	Leadership IV	Term	Spring 2008
Class Number	3227	Session	Regular Academic Session
Class Section	001	Career	Undergraduate
Component	Lecture		

Name	Enrollment Status	Grading Basis	Original Grade	Official Grade	Reason	Comments	Pending
Beethoven Jr,Ludwig Van	Enrolled	Graded Alpha B	B+	B+	Recalculation of Grade	Comments	Pending
Blake,William	Enrolled	Graded Alpha A-	A-	A-		Comments	
Hesse,Herman	Enrolled	Graded Alpha I	C	C	Change I to Permanent Gra	Comments	Pending

CANCEL SUBMIT

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

**LOYOLA UNIVERSITY CHICAGO**  
Home Worklist Add to Favorites Sign out

### Pending Grade Change

EmplID	Beethoven Jr,Ludwig Van		
Changed Grade	B+	Recall Grade Change	
Original Grade	B		
Grade Change Reason	RECA	Recalculation of Grade	

[Return to Grade Change](#)

2.) Click "Recall Grade Change"

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

## GRADE CHANGE PROCESS LOCUS



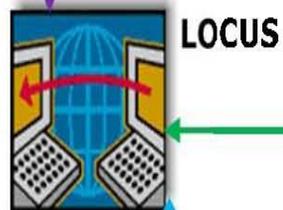
**INSTRUCTOR**

1

1a. Instructor enters Grade Change Request in LOCUS via Grade Roster; available through the 8th week of the term.

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

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



**LOCUS**

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

1b. The Dean receives a daily email notification, containing link to Grade Change Approval page, of Pending Grade Change Request.

Grade Change runs daily posting grade to student's record.

2b. Initial grade remains posted to transcript.

2a

**APPROVE**

2b

**DENY**

**2 DEAN**  
Authorized Approver

3

Grade Change Inquiry