Change of Grade

Instructor-initiated grade change requests may be made by the course instructor of record for clerical error, oversight, misapplication of grading procedures, the result of a formal grade appeal, or the submission of an Incomplete's final grade. The reason for the grade change must be included on the grade change request.

Grade change requests must be submitted within 30 calendar days after the initial grading deadline of the course*. The requested change requires the approval of the respective dean (the dean of the school in which the course is housed).

Because of the secure nature of the Change of Grade Request Form, it is not available on a public website and can only be obtained by instructors (those with a faculty role in myBellarmine) by logging into myBellarmine.

GRADE CHANGE INSTRUCTIONS:

A. Using Internet Explorer as your web browser, login to myBellarmine (from off campus, simply type my.bellarmine.edu on the URL line). For help with User Name and Password problems, contact the Help Desk at 502.272.8301.

B. Once you are logged in to myBellarmine, select the [Employee] Tab on the top right-hand side of the screen.

C. Select the Registrar's Office file folder from the menu on the left side of the screen.

D. Choose the Faculty Forms link from the menu on the left side of the screen.

E. The Change of Grade Request box will appear on your screen; fill in the information and click the Submit Grade Change Request bottom at the bottom.

F. Upon submission of the online form, the request will be electronically forwarded to the appropriate dean for review. The dean, via email, will notify the Registrar's Office and the instructor of his/her decision.

G. The Registrar's Office will record the decision and notify the student.

Please contact the Registrar's Office directly at 502-272-8133 with questions.

*Notes:
1) The deadline for a grade change that has resulted from a formal grade appeal differs and can be found within the Grade Appeal Policy.
2) The deadline for the submission of an Incomplete's final grade differs and can be found within the Incomplete Grade Policy. This type of grade change does not require approval from the dean; however, the same online Grade Change Request Form can be used. Incomplete grades can usually also be changed via the grade entry screen of the roster in myBellarmine's Faculty Course Control.

APPROVED BY FACULTY COUNCIL NOVEMBER 2014, EFFECTIVE JANUARY 2015