

Office of the Registrar

Electronic Grade Change Form

TABLE OF CONTENTS

Overview.....	2
Tutorial	2
Reference.....	7

Office of the Registrar

Electronic Grade Change Form

OVERVIEW

The Registrar's Office now offers an online grade change form through LOUIE. Initiation and approvals are completed online through LOUIE.

TUTORIAL

To access the grade change form, you will want to log into your LOUIE account. From the Home (LOUIE) page, click on Registrar's Office Forms. This will take you to the landing page for all available Academic Unit Forms.

From here, you will click on "Add Change of Grade":

Registrar's Office Forms

- Academic Unit Forms
 - Academic Unit Form Information
 - Add Change of Grade**
 - View Change of Grade
 - Update Change of Grade
- Student Forms

NAU NORTHERN ARIZONA UNIVERSITY

You have reached the Registrar's Office Forms page. This collection of forms is intended for use by faculty or staff who need to submit forms for:

- Change of Grade

Select the term for which a grade change needs to be processed:

Registrar's Office Forms

- Academic Unit Forms
 - Academic Unit Form Information
 - Add Change of Grade**
 - View Change of Grade
 - Update Change of Grade
- Student Forms

Search By

Term

	Term ↑↓	Term ↑↓
1	1217	Fall 2021
2	1218	Winter 2021
3	1221	Spring 2022
4	1224	Summer 2022
5	1227	Fall 2022
6	1228	Winter 2022
7	1231	Spring 2023

Office of the Registrar

Electronic Grade Change Form

Select or enter the course number that needs the grade change:

Registrar's Office Forms Home Search Form ID 10193

Start change of grade request : Student Information

Highlights Enabled: Yes No Current Values


NAU NORTHERN ARIZONA UNIVERSITY

Welcome to the Grade Change form.
This form is intended for instructor use to request an update to a student grade where a student may have not been on a roster, may have originally earned an incomplete, or may have originally had an incorrect grade entered.
Please proceed through each section of the form and if accurate, submit your form. It will be routed to the Chair and Dean and be forwarded to the Registrar's Office for processing. Should you have any questions regarding this form, please contact registrar_grades@nau.edu for assistance.

Class Information

Please review the term displayed and select the appropriate class by clicking the magnifying glass.
If this is the incorrect term or class, you will be unable to locate the student you are seeking. If needed, click Search at the top or bottom of the form to go back and search for the correct term to begin again.
If this is the correct term and class, please proceed to the student information section below.

Term: Fall 2018

*Class Nbr: 


Subject
Catalog Nbr
Class Section

Instructor ID
Instructor Name
Form Status

Select or enter the student's information:

Student Information

Please locate the appropriate student using the magnifying glass. The results of your lookup will display all students enrolled in the specified class displayed above. Choose the student whose grade you would like to change.


*Student ID: 

Name
Academic Career
Units Attempted
Grading Basis
Academic Plan

Next, you will need to select and provide a reason, if applicable, for the grade change:

Reason for Change

Please select the appropriate justification for the selected student's grade change utilizing the drop down box. If choosing Other, please provide a short explanation as well.

*GR Reason Cat: 

GR Explanation:

Office of the Registrar

Electronic Grade Change Form

Lastly, you will need to provide the new grade and click submit:

Grade

Please select the new grade for the specified student above using the drop down box.

To return to your form for submission at a later time, please click Save.

To complete your form immediately and route it for approval and processing, please click Submit.

Current Grade

*New Grade



Comments

Search

Submit



Once you submit the grade change form, an email will be sent to the Chair and Dean requesting their approvals. After the approvals are obtained, the grade change form will be forwarded to the Registrar's Office for processing.

Registrar's Office Forms 🏠 🔍 ⋮ ↻

+ Start change of grade request : Results Form ID 10193

You have successfully submitted your eForm.
 The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log 1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	04/08/2022 10:16:45AM	Initiated			Submit	

[Refresh Log](#)

Office of the Registrar

Electronic Grade Change Form

Click “update” and then “search” to make edits after the form has been submitted and before the Registrar’s Office has processed it:

Registrar's Office Forms

Academic Unit Forms ^

- Academic Unit Form Information
- Add Change of Grade
- View Change of Grade
- Update Change of Grade

Student Forms v

▼ Search By

Form ID Begins With

Form Type Begins With Q

Form Status is Equal To ▼

Term Begins With

Student ID Begins With Q

GR Reason Cat is Equal To ▼

Current Grade Begins With

Search
Clear
Save Search

Choose the grade change form you need to update. Once the changes are made, click “submit” again. If you need to withdraw the grade change form, click “withdraw”.

Grade

Please select the new grade for the specified student above using the drop down box.

To return to your form for submission at a later time, please click Save.

To complete your form immediately and route it for approval and processing, please click Submit.

Current Grade **B**

*New Grade A ▼

▶ Comments

Search

Withdraw

Resubmit

Office of the Registrar

Electronic Grade Change Form

For Chair and Dean’s approvals, you will receive the email below:

A Change of Grade eForm was submitted on 2022-04-01 and requires your review and approval (Form ID: 10103).

Term: 1217

Class: ACC 205 (class number 1843)

Original Submitter: [REDACTED]

Last user: [REDACTED]

To access this form, please click the link below:

https://psdv1.ucc.nau.edu:8445/psp/ps92dvnc/EMPLOYEE/SA/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10103&G3FORM_TASK=EVL

Click on the link or log in to LOUIE to access the Registrar’s Office Forms. Once there, click “Evaluate Change of Grade”. Change-of-grade forms that require your approval will appear in blue at the bottom. Click on the link to evaluate and approve the grade change form.

Chairs and Deans will have the option to “deny”, “recycle”, or “approve” the grade change form:

Office of the Registrar

Electronic Grade Change Form

Grade

Please select the new grade for the specified student above using the drop down box.

To return to your form for submission at a later time, please click Save.

To complete your form immediately and route it for approval and processing, please click Submit.

Current Grade **F**

New Grade **C**

▶ Comments

Search

Deny

Recycle

Approve

REFERENCE

If assistance is needed, you can contact the Grading area at Registrar.Grades@nau.edu.