

Grade Change

(Academic Review)

Log in to WINGS

Select Grade Change (Academic Review) from the Faculty menu in the WINGS portal.

Term Code is required and can search by one or more of the remaining search criteria.

Term codes are formatted so the first four characters are the year. The last two characters are the code for the semester.

Example: Fall 2026 - 2026**80**

Spring term suffix – 30

Summer term suffix – 40

Fall term suffix – 80

The CRN Course Reference Number is a good choice as the second search parameter. This is a 5-digit number specific to the course and section for that term.

CRNs can be found on the Detail Schedule and Week at a Glance.

Spring CRNs – 10000-29999

Summer CRNs – 40000-59999

Fall CRNs – 70000-99999

Once your criteria have been entered, click Search.

- You can only see information for students who received a grade for your class.
- You can only search in terms in which you were assigned to a class.

Select the student by clicking **in the row** next to their Student ID.

Click on one of the listed programs.

Select the new grade from the dropdown menu and the reason for the grade change from the dropdown menu. The comment dropdown menu is optional.

Once the grade change has been entered, click Save. If the change was submitted successfully, a green popup will appear in the top right corner of the screen.

Once the grade change is submitted, the grade will roll to the student's academic history and their GPA will be recalculated.

Each morning, Chairs receive an email digest of any grade changes that occurred the previous day. Completed grade changes can be reviewed by deans, chairs, and faculty using the Grade Change Report which can be found in the WINGS Faculty menu.