

Grade Change

(Academic Review)

Select **Grade Change (Academic Review)** from the Faculty tab in [WINGS Express](#)

This is temporary. The feature is planned to be available in WINGS Spring 2026.

Grade Change (Academic Review)

Search for Students

Select a Term (required) with one or more search criteria

Term*

Select a Term

Student ID

Enter Student ID(s)

Student Name

Enter Student Last, First or M

Program

Select a Program

CRN

Enter CRN


Search

Clear


You must select a term and can search by one or more of the remaining search criteria. Once your criteria have been entered, click **Search**.

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

Select the student whose grade you would like to change by clicking **in the row** next to their Student ID.

Student Results		 <input type="text" value="Search"/>
Student Name	Student ID	
Raider, Rowdy A	U00012345	
Raider, Rowdy B	U01234567	
Raider, Rowdy C	U00123456	
Raider, Rowdy D	U00654321	
Raider, Rowdy E	U00001234	

Click on any one of the programs listed.

Program Title	 <input type="text" value="Search"/>
Program Name	
Electrical Engineering - BSEE	>
CRNs not associated with Study Path	>
Records Found: 2	<input type="checkbox"/> <input type="checkbox"/> Page 1 of 1 <input type="checkbox"/> Per Page 10

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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.

The screenshot shows a web form for grade changes. At the top, there's a dropdown menu set to 'Non-Degree Undergraduate' and a search bar. Below is a table with columns: CRN, Course, Subject, Part Of Term, Registration Status, Grade, Reason, and Comment. The first row contains the following data: CRN 42032, Course Organisms and Ecosystems, Subject Biology - BIO, Part Of Term 1st half - A, Registration Status **Web Registered** - RW, Grade A (selected from a dropdown), Reason Original Entry - OE (selected from a dropdown), and an empty Comment field. At the bottom of the form, there's a status bar indicating 'Records Found: 1', pagination controls (Page 1 of 1, Per Page 10), and three buttons: 'Save', 'Reset', and 'Review Components'.

Once you have entered the grade change information, click [Save](#). If the change was submitted successfully, this 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. There is also an application available to Chairs and their proxies to review details about any grade changes that have been submitted. If the grade change should need to be reversed, the Chair (or their proxy) can access the link in the email digest to complete a ServiceNow ticket to begin the process.