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*	Student ID	Student Name
Select a Term	Enter Student ID(s)	Enter Student Last, First or M

Program	CRN
Select a Program	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   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   Search

Program Name	
Electrical Engineering - BSEE	>
CRNs not associated with Study Path	>

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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.

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.