

GRADE CHANGE WORKFLOW - INSTRUCTOR



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

The Registrar's Office has developed an electronic grade change process that allows instructors to submit a grade change through POUNCE and the workflow automatically routes it to the next step in the process. Once complete, the grade is automatically updated in Banner. GPAs must still be completed manually before the student's academic history is complete. This process can only be used for Grade to Grade or Incomplete/In-Progress/Not Reported to Grade. It cannot be used to change a grade to a withdrawal to a grade or a grade to an incomplete/in-progress grade. A grade change form must be submitted in those instances. Email our office at records@augusta.edu for a copy of the form. Please ensure the form is never made available to students.

RESPONSIBILITIES

Primary Faculty

Primary faculty are responsible for submitting the grade change in POUNCE.

Department Chairs

Department Chairs are responsible for approving any grade-to-grade change in their department.

Deans

Deans are responsible for being the approver for any program without a Department Chair, as well as the final approver for all other grade to grade changes.

Registrar's Office

Update GPAs throughout each business day.

INSTRUCTIONS

1. Log into <https://pounce.augusta.edu>.
2. Select "Faculty and Advisors" from the top of the page.

Student

Registration

Financial Aid

Student Account

Faculty and Advisors

3. Select "Faculty and Advisors Dashboard".

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Faculty and Advisors

Faculty and Advisors Dashboard

Enter grades, View Class Lists, Review Advisees, Access JagTrax

4. Select the “Grade Change” link.

Faculty Advisor Student Records

Faculty

Assignment History Instructors can view course assignments.	Attendance Verification Verify student attendance in your assigned courses.	Class List View Pictorial class list for your assigned courses.
Class Schedule Search courses by term.	Faculty Detail Schedule View number of students enrolled, room assignment, dates and times.	Final Grades Enter final grades with Faculty Grade Entry. Will open in another window.
Office Hours Enter office hours by course.	Syllabus Information Enter syllabus information for your assigned course.	Week at a Glance View your course schedule for the week.

Faculty Workflow

Grade Change Make a grade change using the grade change workflow.	Justification for Incomplete Grade Submit a justification for incomplete grade for any student you have approved to receive an incomplete grade. Incomplete grades must be graded by the next term (including Summer, except for DCG and MCG).	Withdrawal Form Link to the withdrawal form on the Registrar's Website.
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5. “Select a Term” from the drop-down menu.

Grade Change

Select a Term:

6. Select a “CRN” from the drop-down menu.

Grade Change

Select a Term:

Select a CRN:

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7. Find the correct student and click on the row with their name.

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Grade Change

Select a Term:

Select a CRN:

Course Information

Term: Fall 2023

CRN: 13087

Course: ACCT 2101 A

Course Title: Prin of Acct I

Primary Instructor: Hink, Shannon R.

Students With Rolled Grade: 5

Class Roster

This table displays a list of students for which you can submit a change of grade.

Please click a student name from the list below to process a grade change.

Record Number	Student Name	ID	Current Grade
1			
2			
3			
4			
5			

8. Select “New Grade” from the drop-down menu.

Grade Change

Course Information

Term: Fall 2023

CRN: 13087

Course: ACCT 2101 A

Course Title: Prin of Acct I

Primary Instructor: Hink, Shannon R.

Enter Grade Change

Student ID:

Student Name:

Current Grade: A

Please select a new grade from the list of available grades and enter a reason for the change.

New Grade: *

Grade Change Reason: *

Last date of attendance is required only if updating the grade to F.

Last Date of Attendance:

9. Select “Grade Change Reason” from the drop-down menu.

CP Course Completion – only for use by professional programs, in specific courses.

Entry Error – Person submitting grade entered incorrectly.

Instructor Correction – Instructor made error during grading.

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Make-up work complete – Student received an “I” grade but has since completed the work.

Calculated – Instructor made calculation error during grading.

10. If changing a grade to F, you **must** include the last date of attendance.
11. Click “Submit Grade Change”.
12. Your screen should show “Grade Change – Successfully Submitted” to the right.

Grade Change

Grade Change - Successfully Submitted

Course Information

Term: Fall 2023
CRN: 13087
Course: ACCT 2101 A
Course Title: Prin of Acct I
Primary Instructor: Hink, Shannon R.

Enter Grade Change

Student ID: [REDACTED]
Student Name: [REDACTED]
Current Grade: A
Change of Grade has been submitted.
New Grade: D
Grade Change Reason: Entry Error
Last Date of Attendance:

[Go Back to Class List](#)

CONTACT

If you have any additional questions, please contact our office at records@augusta.edu.