

**Subject:** Grades Requested - Intersession 2025

**Sent:** Thursday February 13, 2025

Dear Faculty:

Grading for the Intersession 2025 semester closed on January 21, 2025. **Our records indicate that a course(s) for which you are listed as the primary instructor has a missing grade(s).**

**Your specific Missing Grades are listed below:**

REDACTED

To submit grades, you must complete the **Grade Change Web Form in SIS**. Manual processing of paper and PDF Grade Changes has been discontinued as of December 31, 2022. [Link to Grade Change Announcement.](#)

Updates & Reminders:

- MR stands for Missing Roster and should be updated to an appropriate grade.
- 800 level research should be graded each term.
- Incompletes can no longer be added at Grading. Students have through the end of classes to request an Incomplete Grade Contract with you. Now that the term has concluded, and grading is closed, **Incompletes are not available.**
- If the student(s) is a **graduate student(s)** and the assigned work requires more than one semester to complete, please indicate the "IP" In Progress grade on the Grade Change Form. This indicates the work is in progress and the grade will no longer appear as missing in our reports.

Please do not hesitate to contact the Homewood Registrar's Office at [ASENRegInternal@jhu.edu](mailto:ASENRegInternal@jhu.edu) if you need assistance or have any questions or concerns. Please do not include students on your outreach to our office as this address is for internal faculty/staff use only.

## Helpful Tips on the Grade Change Webform

**We are unable to provide a direct link to the Online Grade Change Form, as each course roster has its own form. Please use the below to help you with this process!**

In [SIS](#), navigate to the course using the term drop down and select Intersession 2025 (please note that SIS may be defaulting to Spring 2025), then View under the Roster column. From there you will use the Grade Change Web Form, as shown below.

SAMPLE:



In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, information from this site may not be released to a third party without written consent of the student. If you have any questions, please contact your school's registrar's office.

### Choose Your Roster

Term:

Class: [Redacted]  
Class: [Redacted]  
Total: [Redacted]  
Instru: [Redacted]

### Actions

Email: [Entire Class](#) [Options](#)  
Details: [Faculty & Class Information](#)  
Rosters: [Excel](#) [PDF \(printer friendly\)](#) [Photo](#)  
Forms: [Grade Change](#)

### Roster Status

**!** This class is not gradable. Reason(s) are:  
• Class has been graded  
• The grading period is not open  
Grade Period Open Starting:  
For more information, please contact your [registrar's office](#).

Once you are on the Grade Change Webform you will select the applicable student on the left (or the top box to open the entire roster), then add the grade information. Once you are done with all the changes for the course you will scroll back up to the top and hit Post to Registrars to submit.

### SAMPLE:

The screenshot shows the 'Grade Change Submission' webform. At the top, there is a 'Read Only' warning. Below it, a message states: 'Grade changes must be submitted on this grade change form. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, information from this site may not be released to a third party without written consent of the student. If you have any questions, please contact your school's registrar's office.'

The form is divided into two main sections: 'Choose Your Roster' and 'Grade Change Details'. The 'Choose Your Roster' section has a dropdown menu for 'Term' set to 'Interession 2025' and several redacted fields for 'Class', 'Class', 'Total', and 'Instru'. The 'Grade Change Details' section lists several reasons for grade changes, such as 'Grading Error - Repeating, additional work, etc.', 'Calculation error - Computational', 'Transcription error - Clerical', 'Change from I-Grade - Incomplete contract complete', 'Change after grade conversion to F - incomplete contract complete after conversion to F', 'Change after conversion to missing grade - X or SB', and 'Other - Other reason - details required'. A 'Back to Roster View' link is also present.

At the bottom of the form, there is a 'Grade Change Submission' table with columns: 'Photo', 'Change Grade #', 'Student Name', 'FERPA', 'ID', 'Contact Info', 'Reg. Div', 'Year of Study', 'Credits', 'Graduating', 'Grade System', 'Grade', 'New Grade', 'Change Reason' (with a dropdown menu and 'Apply All' button), 'Comment', and 'Submitted On'. The first row of the table has a 'Change Grade #' of 'X' and a 'New Grade' of 'MR'. A yellow box highlights the 'Post to Registrars' button at the bottom right of the form.

Office of the Registrar  
Homewood Schools (KSAS & WSE)