Audit Grade Changes

Staff in Academic Deans’ Offices can use the Grade Change Audit tool in SPIRE to view a history of grade changes for a student.

Notes:

- The Grade Change Audit tool only tracks changes (late grades or grade modifications), and does not provide a comprehensive list of a student’s grades. To see grade listings by term, use the Grade by Term tool.
- The Grade Change Audit captures lapse processes for a student’s incompletes (i.e., from INC to IF).
- Staff in Academic Deans’ Offices have view-only access to grade changes.

1. In the left Menu, go to Student Grades > Audit Grade Changes. The Grade Change Audit page will open.

2. On the Grade Change Audit page, fill in at least one of the following:
   - In the ID field, enter the 8-digit ID of the student whose grade changes you wish to review. If you don’t remember this ID, click the Magnifying Glass button (🔍) to retrieve it. You will be prompted for the student’s First and Last Name.
   - In the User ID field, enter the alpha SPIRE ID of the individual who recorded the grade change in SPIRE. If you don’t remember this ID, click the Magnifying Glass button (🔍) to retrieve it.
   - Use the Start Date and End Date to delimit your search to a certain time frame. Click the Calendar icon (📅) to select a date in the correct format.
   - Select the View Changes Only check box if you only want to see the results of a grade change transaction, without the original grades.
   - Click Search. The grade changes matching your search criteria will open in a data table on the same page.

3. On the Change Detail tab:
   - Use the Action column to identify the original (Before) and new (After) grades. Each grade change includes a Before and After row, starting with the most recent transaction (After).
   - Use the Grade In column to compare the original grade with the new grade (this also applies for an INC lapsed into an F, and for incompletes that are updated with a grade).
   - Use the Grade Dt column to see the date when the original grade was recorded in SPIRE, and the date when the grade change occurred.
   - The User ID column includes the alpha SPIRE Logon IDs of the individuals who recorded the original grade and the grade change in SPIRE. Batch processes include BATCH in the User ID column (e.g., RBATCH, etc.).
   - The Term column lists the 4-digit code of the semester when the student took the class (e.g., 1047 for Fall 2004).

4. On the Units and GPA tab:
   - Use the Earn Credit column to see credit information, i.e., whether the student originally earned credits for a course, and whether the grade change also entails a credit change (Y = Yes, N = No).
- Use the **Incl GPA** column to see whether the course originally counted for the student’s GPA, and whether the grade change counts the course in the student’s GPA.

   *Example:* A student has a lapsed incomplete (IF) that did not earn him credits, but counted towards his GPA. Once he completes the work and chooses a pass/fail grading base, he receives a SAT (Satisfactory) grade. As a result, he earns credits for this course, but the grade does not count towards his GPA.

   *Note:* The Grade Change Audit does not display repeat codes. To get the full picture (and understand why a passing grade may not necessarily earn the student credits for a course), check the **Enrollment Details** page for legal repeat codes.

5. On the *Miscellaneous Details* tab:
   - Use the **Grade Base** column to identify the grading basis the student chose for a course (e.g., *SAT* for pass/fail, *LTR* for graduate letter grading, *LET* for undergraduate letter grading).