

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 . 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).