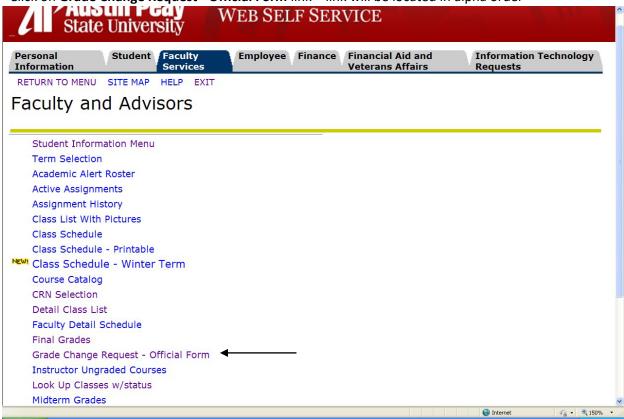
## ONLINE OFFICIAL GRADE CHANGE FORM PROCEDURES

#### **Faculty Self Service Menu**

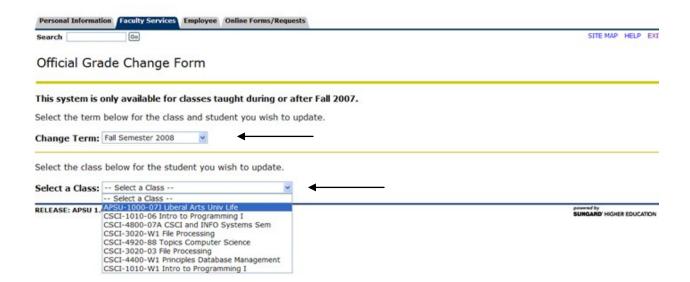
• Click on Grade Change Request - Official Form link – link will be located in alpha order



#### **Online Official Grade Change Form**

Once you click on the **Grade Change Request – Official Form** link, please:

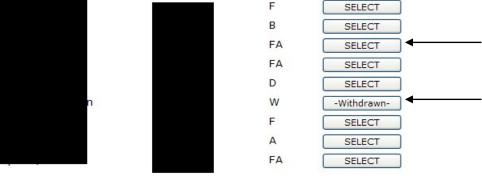
- Select Term Select the term in which you wish to change a grade for a student
- Select a Class Select the course for which you wish to complete a grade change for
  - Only classes that you taught during the term you selected will appear
  - The class roster will appear in order for you to select the student you wish to complete a grade change for



- Click on the SELECT button that corresponds with the student in which you wish to change the grade
  - o NOTE Grades cannot be changed for students who withdrew (W) from your class. Their status will show **Withdrawn**.
- Once you click on **SELECT**, you will get the **Update**

## Official Grade Change Form

# This system is only available for classes taught during or after Fall 2007. Select the term below for the class and student you wish to update. Change Term: Fall Semester 2008 Select the class below for the student you wish to update. Change Class: CSCI-3020-W1 File Processing Please select the student you wish to update STUDENT NAME STUDENT ID Current Grade F SELECT B SELECT B SELECT FA SELECT



\* Students with a \*VIEW\* button have an existing grade change request pending.

#### **Check Status of Grade Change**

**VIEW Button-** After instructors have submitted a grade change they may go back to the roster and click on the **VIEW** button to see the status of the grade change.

# Official Grade Change Form

This system is only available for classes taught during or after Fall 2007.

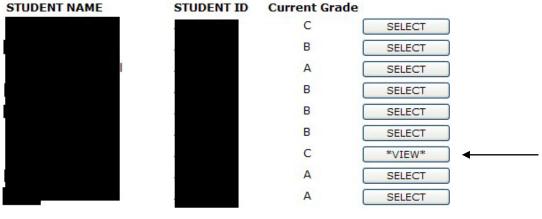
Select the term below for the class and student you wish to update.

Change Term: Summer Session 2008

Select the class below for the student you wish to update.

Change Class: CSCI-3300-13 Intro Web Development

Please select the student you wish to update



\* -- | - -- -- -- -- | -- -- -- | -- -- |

#### Sample Screen Shot of VIEW to Check Grade Change Status

- Last approval date was November 13 (this would be the Chair's approval date since it is pending the Dean's approval)
- Show's Pending Dean's Approval

# Grade Change Submitted

This student has an open grade change request pending.

#### REQUEST DETAILS

CONFIRMATION NUMBER

ORIGINAL REQUEST DATE November 13, 2009

STUDENT ID STUDENT NAME

TERM Fall Semester 2008 COURSE File Processing CSCI-3020-W1

PREVIOUS GRADE

PREVIOUS GRADE DATE December 15, 2008

**NEW GRADE** W **GRADE CHANGE REASON** Other

LATEST APPROVAL DATE

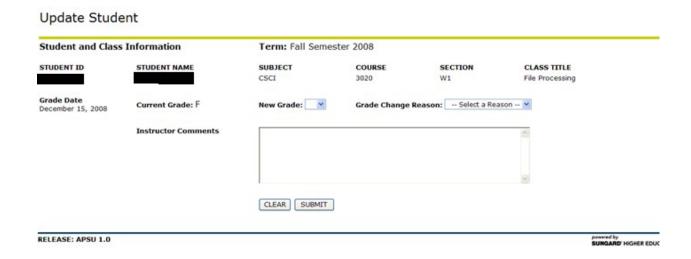
November 13, 2009 REQUEST STATUS Pending Dean Approval

INSTRUCTOR COMMENTS:

The reason I am requesting this grade change is...

#### **Update Student**

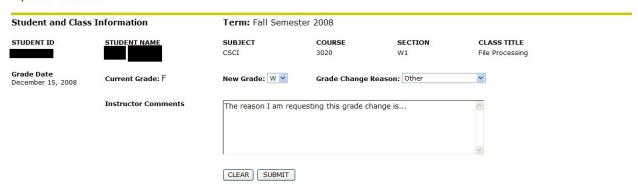
- Verify this is the correct student
- New Grade Enter the student's new grade
- Grade Change Reason Select either Instructor Correction or Other
- Instructor Comments This field is required. Enter explanation for grade change (this is where you will enter information you want approvers to consider when approving your request for the grade change).
- Click on Clear to clear the form or Submit to submit the grade change



#### **Sample of Completed Grade Change Form**

Prior to being submitted by instructor

#### Update Student



**Confirm Request** – This will show you a summary of the grade change prior it to it being officially submitted.

#### Buttons at Bottom of Form - Please Select One

- Go Back Select if you wish to go back to previous page
- Confirm Select to confirm the information is correct and you wish to submit the grade change
- Cancel Select if you wish to cancel the grade change

## Confirm Request



**Grade Change Submitted** – Once you have selected **Submit** the request will show the following **Request Details** of the grade change submitted

- **CONFIRMATION NUMBER** This is the number the request will be given and can be referenced when a grade change is submitted. Each grade change will have a unique Confirmation Number
- ORIGINAL REQUEST DATE-This is the date your request was first submitted
- STUDENT ID Student's Banner ID
- STUDENT NAME Student's name as it appears in BANNER
- TERM Term for which the grade change was submitted
- COURSE Course in which the grade change was submitted
- PREVIOUS GRADE Grade that instructor wishes to change
- **PREVIOUS GRADE DATE** Date previous grade was recorded (this date will be reflective of end of term processing when final grades are rolled to history usually the day final grades are due)
- NEW GRADE new grade submitted online
- GRADE CHANGE REASON Reason selected for grade change
- LATEST APPROVAL DATE Date of latest approval
- **REQUEST STATUS** This will indicate the status of the grade change request (Submitted, Pending Chair Approval, Pending Dean Approval, Pending Provost Approval, Pending Registrar Processing)
- INSTRUCTOR COMMENTS Comments submitted with the grade change by the instructor

### Grade Change Submitted

Request successfully subn	nitted.	
REQUEST DETAILS		
CONFIRMATION NUMBER	49	
ORIGINAL REQUEST DATE	November 13, 2009	
STUDENT ID		
STUDENT NAME		
ERM	Fall Semester 2008	
COURSE	File Processing	
	CSCI-3020-W1	
REVIOUS GRADE	F	
PREVIOUS GRADE DATE	December 15, 2008	
IEW GRADE	W	
GRADE CHANGE REASON	Other	
ATEST APPROVAL DATE	N/A	
REQUEST STATUS	Submitted	
INSTRUCTOR COMMENTS:	The reason I am requesting this grade change is	^
	The reason I am requesting this grade change is in	

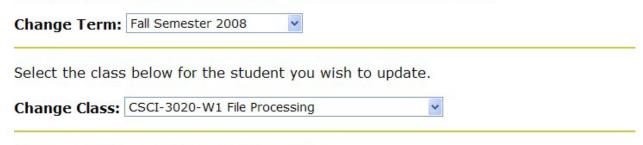
#### **HISTORY Button – After Grade Change**

- Access roster the same way you did to submit a grade change
- Click on HISTORY button to view the history of the grade change

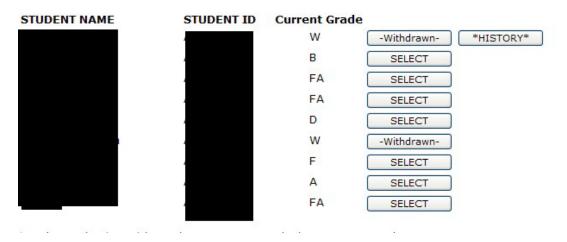
# Official Grade Change Form

#### This system is only available for classes taught during or after Fall 2007.

Select the term below for the class and student you wish to update.



Please select the student you wish to update



#### **Approved Grade Change Request View**

• If **Approved** e-mails will be sent to the instructor and student informing them of the approvals.

# Grade Change Submitted

This request has been completed

## REQUEST DETAILS

CONFIRMATION NUMBER 49

ORIGINAL REQUEST DATE November 13, 2009

STUDENT ID STUDENT NAME

TERM Fall Semester 2008
COURSE File Processing
CSCI-3020-W1

PREVIOUS GRADE

PREVIOUS GRADE DATE December 15, 2008

NEW GRADE W
GRADE CHANGE REASON Other

REQUEST STATUS Approved

COMPLETED DATE November 13, 2009

INSTRUCTOR COMMENTS: The reason I am requesting this grade change is...

#### **Denied Grade Change Request View**

• If **Denied** at any level, an e-mail will be sent to all those it has passed through for approval stating who denied it and why. Students will receive only an e-mail stating it has been denied and directing them to the instructor for any questions.

# Grade Change Submitted

This request has been completed **REQUEST DETAILS** CONFIRMATION NUMBER 51 November 13, 2009 ORIGINAL REQUEST DATE STUDENT ID STUDENT NAME TERM Fall Semester 2008 COURSE File Processing CSCI-3020-W1 PREVIOUS GRADE В PREVIOUS GRADE DATE December 15, 2008 **NEW GRADE** A GRADE CHANGE REASON Instructor Correction REQUEST STATUS Denied by Dept Chair COMPLETED DATE November 13, 2009 INSTRUCTOR COMMENTS: