Grade Change Workflow

1. Choose Faculty Tab from Menu.
Grade Change Workflow

2. Choose Faculty Grade Summary.

Faculty Menu

Term Selection
List of terms used with services below.

Course Catalog
Summary information about WSU courses

Class Schedule Search
Detail information by term for class sections.

Look Up Classes
Look up classes by searches.

ID Selection
Enter a student ID for student services below.

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detail Schedule
Detail information like enrollment and more of each class being taught by you.

Active Assignments
Your currently assigned classes.

Registration Overrides
Permit overrides by term for a student.

Summary Class List
Summary list of registered students in a selected CRN.

Detail Class List
Detail information about students in a selected CRN.

Final Grades
Enter final grades for the selected CRN.

Week at a Glance
Your class schedule by day and time.

Assignment History
Past and present class assignments beginning with Summer 2006.

Faculty Grade Summary New
View past term grades and request changes to grades.
3. Select Term associated with grade change.

4. Select CRN associated with grade change.
5. Select grade change link to initiate a grade change for a student.
6. Grade Change Request must include New Grade and Grade Change Reason prior to submission. Grade Change Reason options are as follows: Instructor Correction, Make-up Work Complete, Incomplete Contract, and Expired Incomplete Contract.
7. Close the Grade Change Request window after grade change submission. Every new grade change request creates a new window.
8. When submitting a change to a grade of “I”, a new block is opened in the form with additional fields. These fields are required to submit a grade change request of “I” (Incomplete). A link to a copy of the Faculty-Student Agreement for the Grade of Incomplete is also included for reference only.
9. After submission of a grade change request, the request is sent to the applicable (based on subject code of course) department chair’s Worklist queue.
10. Department Chair selects grade change request and is required to take action.

Please act on grade change.

<table>
<thead>
<tr>
<th>Submitter Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Eric M. Poch</td>
</tr>
<tr>
<td>Email: <a href="mailto:eric.poch@wright.edu">eric.poch@wright.edu</a></td>
</tr>
<tr>
<td>Phone: 937.775.5695</td>
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<table>
<thead>
<tr>
<th>Grade Change Info</th>
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</thead>
<tbody>
<tr>
<td>UID:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Email:</td>
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<tr>
<td>Term: Spring 2018</td>
</tr>
<tr>
<td>CRN: 31774</td>
</tr>
<tr>
<td>Course: EDS-333-01</td>
</tr>
<tr>
<td>Grade: A</td>
</tr>
<tr>
<td>New Grade: B</td>
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<tr>
<td>Reason: Instructor Correction</td>
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</tbody>
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<thead>
<tr>
<th>Faculty Info</th>
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<tbody>
<tr>
<td>Primary: Wallace L. Neikirk</td>
</tr>
<tr>
<td>Email: <a href="mailto:wallace.neikirk@wright.edu">wallace.neikirk@wright.edu</a></td>
</tr>
<tr>
<td>Secondary: Steven W. Skolik (<a href="mailto:steven.skolik@wright.edu">steven.skolik@wright.edu</a>), Eric M. Poch (<a href="mailto:eric.poch@wright.edu">eric.poch@wright.edu</a>)</td>
</tr>
</tbody>
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Optional Notes: .
12. If rejected, you will receive an email which should contain a reason for rejection.

13. If approved, the Registrar’s Office will receive the grade change request in their Worklist queue for final action. The Registrar’s Office may either:

   a. *Approve* - The grade change request is processed on the student’s record and you and the student are emailed following this action.

   b. Reject - You will receive an email which should contain a reason for rejection.

*If the submitter of the grade change request differs from the primary faculty assigned to the course, the primary faculty member will also receive an email.*