Grade Change Workflow
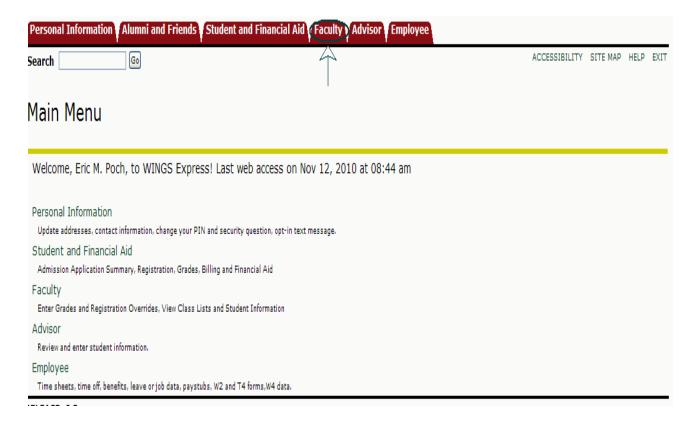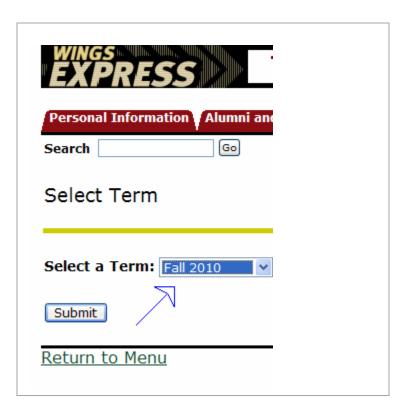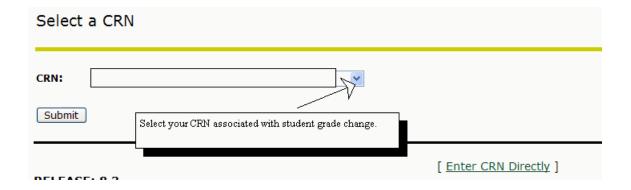
1. **Choose Faculty Tab from Menu.**
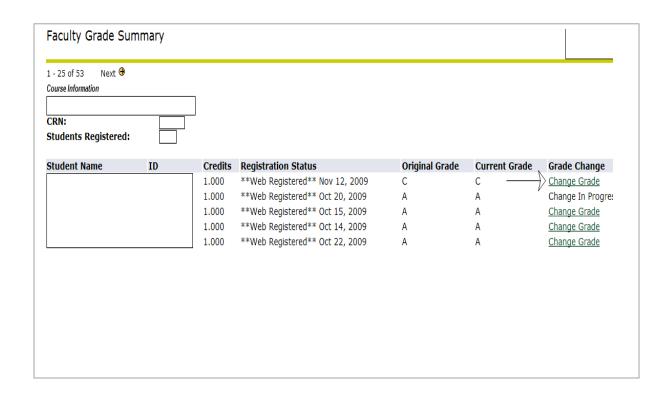
2.   **Choose Faculty Grade Summary.**

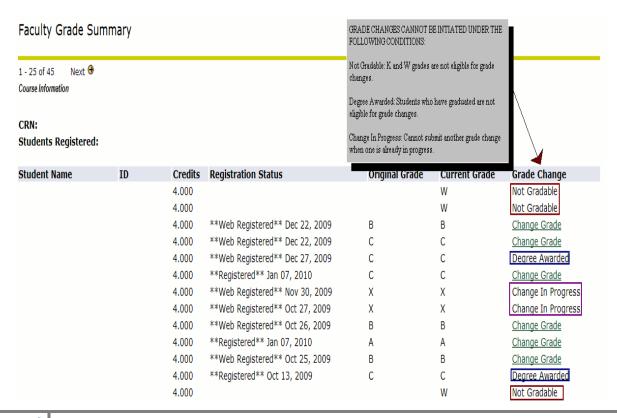3. Select Term associated with grade change.

4. Select CRN associated with grade change.

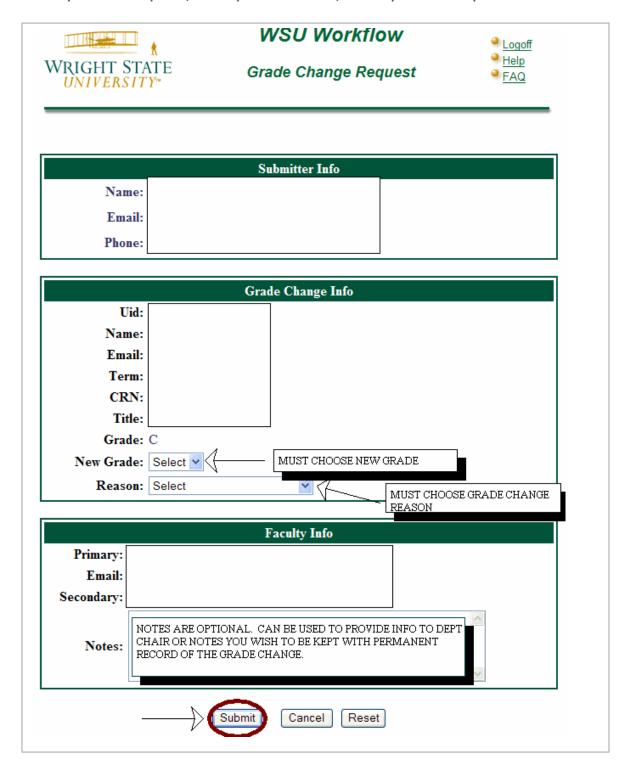5. **Select grade change link to initiate a grade change for a student.**

Faculty Grade Summary

Course Information

CRN:
Students Registered:

Student Name	ID	Credits	Registration Status	Original Grade	Current Grade	Grade Change
		1.000	**Web Registered** Nov 12, 2009	C	C	Change Grade
		1.000	**Web Registered** Oct 20, 2009	A	A	Change In Progress
		1.000	**Web Registered** Oct 15, 2009	A	A	Change Grade
		1.000	**Web Registered** Oct 14, 2009	A	A	Change Grade
		1.000	**Web Registered** Oct 22, 2009	A	A	Change Grade

Faculty Grade Summary

Course Information

CRN:
Students Registered:

GRADE CHANGES CANNOT BE INTIATED UNDER THE FOLLOWING CONDITIONS:

Not Gradable: K and W grades are not eligible for grade changes.

Degree Awarded: Students who have graduated are not eligible for grade changes.

Change In Progress: Cannot submit another grade change when one is already in progress.

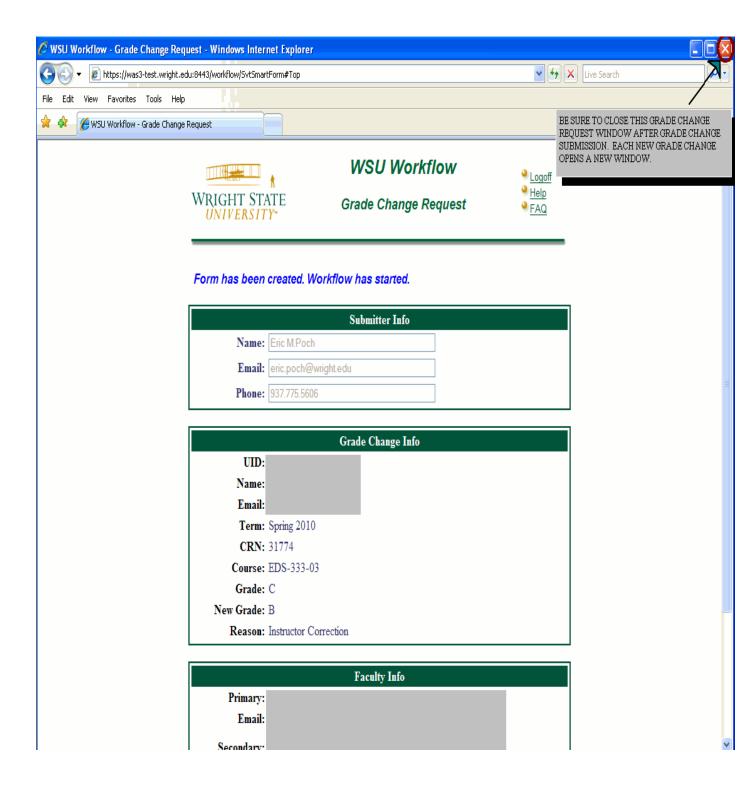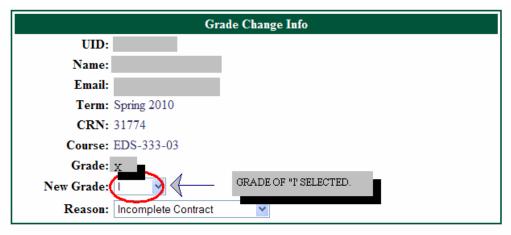| Student Name	ID	Credits	Registration Status	Original Grade	Current Grade	Grade Change
		4.000			W	Not Gradable
		4.000			W	Not Gradable
		4.000	**Web Registered** Dec 22, 2009	B	B	Change Grade
		4.000	**Web Registered** Dec 22, 2009	C	C	Change Grade
		4.000	**Web Registered** Dec 27, 2009	C	C	Degree Awarded
		4.000	**Registered** Jan 07, 2010	C	C	Change Grade
		4.000	**Web Registered** Nov 30, 2009	X	X	Change In Progress
		4.000	**Web Registered** Oct 27, 2009	X	X	Change In Progress
		4.000	**Web Registered** Oct 26, 2009	B	B	Change Grade
		4.000	**Registered** Jan 07, 2010	A	A	Change Grade
		4.000	**Web Registered** Oct 25, 2009	B	B	Change Grade
		4.000	**Registered** Oct 13, 2009	C	C	Degree Awarded
		4.000			W	Not Gradable

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.
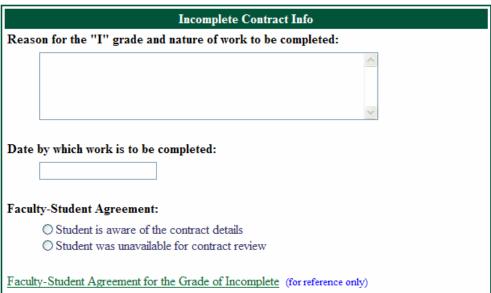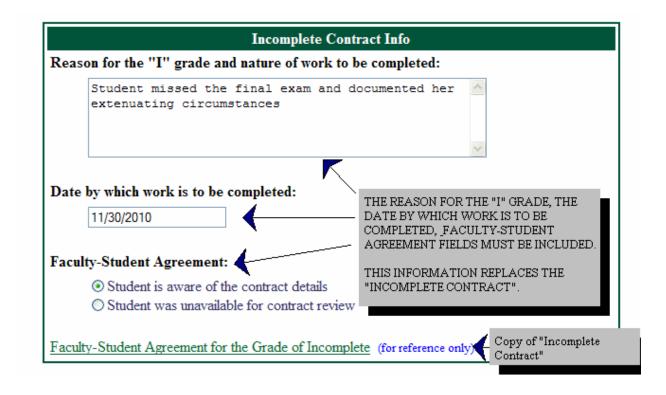
7. **Close the Grade Change Request window after grade change submission. Every new grade change request creates a new window.**

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 <u>for reference only</u>.

Grade Change Info

UID:

Name:

Email:

Term: Spring 2010

CRN: 31774

Course: EDS-333-03

Grade: X

New Grade: I ← GRADE OF "I" SELECTED.

Reason: Incomplete Contract

Incomplete Contract Info

Reason for the "I" grade and nature of work to be completed:

Date by which work is to be completed:

Faculty-Student Agreement:
- ○ Student is aware of the contract details
- ○ Student was unavailable for contract review

Faculty-Student Agreement for the Grade of Incomplete (for reference only)

Incomplete Contract Info

Reason for the "I" grade and nature of work to be completed:

Student missed the final exam and documented her extenuating circumstances

Date by which work is to be completed:

11/30/2010

THE REASON FOR THE "I" GRADE, THE DATE BY WHICH WORK IS TO BE COMPLETED, FACULTY-STUDENT AGREEMENT FIELDS MUST BE INCLUDED.

THIS INFORMATION REPLACES THE "INCOMPLETE CONTRACT".

Faculty-Student Agreement:

⦿ Student is aware of the contract details
◯ Student was unavailable for contract review

Faculty-Student Agreement for the Grade of Incomplete (for reference only)
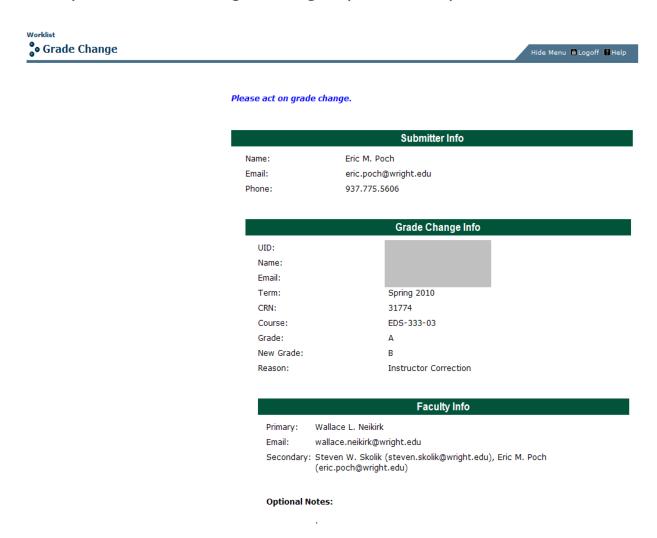
Copy of "Incomplete Contract"

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.

Home						
Worklist						
Workflow Status Search						
Workflow Alerts						

Worklist

Organization	Workflow		Activity	Priority	Created
Root	Grade Change - Ready	U00011222 - JOHN DOE	Dept Approval	Normal	12-Nov-2010 09:21:22 AM

10. **Department Chair selects grade change request and is required to take action.**

Grade Change

Hide Menu | Logoff | Help

Please act on grade change.

Submitter Info	
Name:	Eric M. Poch
Email:	eric.poch@wright.edu
Phone:	937.775.5606

Grade Change Info	
UID:	
Name:	
Email:	
Term:	Spring 2010
CRN:	31774
Course:	EDS-333-03
Grade:	A
New Grade:	B
Reason:	Instructor Correction

Faculty Info	
Primary:	Wallace L. Neikirk
Email:	wallace.neikirk@wright.edu
Secondary:	Steven W. Skolik (steven.skolik@wright.edu), Eric M. Poch (eric.poch@wright.edu)

Optional Notes:

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DEPARTMENT CHAIR MUST SELECT AN ACTION OF APPROVE OR REJECT.

IF REJECTED A REASON MUST BE PROVIDED.

Take Action

Audit: GradeChg | EDS-333-03 | Log_Begin | Begin | 11/12/2010 09:21:02

* Action: Approve Reject

If rejected, you **MUST** provide a reason.

Reject Reason:

Complete   Save & Close   Cancel

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.