Using the Grade-Change Workflow

Approver Version

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About Grade-Change Workflow

When an instructor uses the grade-change workflow to submit corrections to their grade roster, the workflow routes each correction to the student’s college for approval. If applicable, corrections will also be forwarded for review to the Assistant Registrar for NCAA Athletic Eligibility.

Upon approval, the workflow will update the grade on the student’s record within 24 hours, and the dean’s office, the instructor and the student will receive an email notification.

Access the Request

If you’re reviewing a grade change from off campus, you must connect to the campus VPN to use the grade-change workflow. If you’re unable to make a secure connection, contact help@colorado.edu for technical assistance or registrar@colorado.edu for grading advice.

You will receive an automatic email when a grade-change request is submitted for a student in your college.

There are two ways to access the grade-change request: locate the request in your MyCUInfo worklist or log in to Campus Solutions and follow the link in the email.

Locate in Worklist

Log in to MyCUInfo. On the CU Resources tab, click Business Tools, then Worklist.
In your worklist, click the link to view the grade-change request.

**Follow Email Link**

Log in to Campus Solutions, then click the link in the grade-change email.
Review the Request

Click Go to Form.

The form will open in a pop-up window. If the window doesn’t appear, make sure your browser’s pop-up blocker is turned off.
To view the grade-change request, click **Students for grade change** (opens in a new tab or window).

Click the **Reason** drop-down menu and select a reason for the grade change (required).
Submit a Decision

Approve

In the grade change submission form, click Approve.

The grade change has been approved. The instructor will receive an automatic email with your decision, and you'll receive another email within 24 hours indicating the new grade has posted to the student's record.
Deny

In the grade change submission form, explain why you're denying the request in the **Comment** field (required), then click **Deny**.

The grade change has been denied. The instructor will receive an automatic email with your decision, and you'll receive another email within 24 hours indicating the new grade has posted to the student's record.