Using the Grade-Change Workflow

Approver Version

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Review Grade Change

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.

Review the Request

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

Log in to Campus Solutions, then click the link in the email to see the grade-change request details in MyCUInfo.
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.

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**Review Grade Change**

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.