

Office of the Registrar Regent Administrative Center 101 20 UCB Boulder, Colorado 80309 t 303 492 0907 f 303 492 8748 <u>cusisdev@colorado.edu</u>

Using the Grade-Change Workflow for Instructors & Proxy Initiators

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About Grade-Change Workflow

Instructors and proxy initiators can use the grade-change workflow to submit changes to their grade rosters one student at a time. The grade-change workflow will route grade-change requests to the student's college, school or program. If applicable, grade-change requests will also be routed for review to the Assistant Registrar for NCAA Athletic Eligibility. Upon approval, the workflow will update the grade on the student's record within two hours.

Instructors and proxy initiators may use the workflow for the following reasons:

- An incomplete (I) grade on a previously posted grade roster needs to be updated to a letter grade because the student completed their course work.
- Grades were miscalculated for a student.
- The wrong grade was entered on the original grade roster.
- Updating a Not Reported (NR) grade notation to a final grade.
- A University error occurred in the grading process.

This workflow should not be used for entering grades for dissertation or thesis hours, or for reasons other than those indicated above.

Request a Grade Change

Instructor

If you are an instructor of the class with either post or approve access, you may submit a grade-change request using one of two methods, MyCUInfo or Campus Solutions.

MyCUInfo

On the MyCUInfo Teaching Tools tab, click either Go to Web Grading or Go to Faculty Center.

University of Colorado Boulder								Numa Numa Biger Dad
Boulder								my CU info
Trainfalling Trucks CU Resources O								
	The Accommodate	system has replaced the functionality of displaying student accessi	illy needs in the cleas rooter. You can <u>access Accommodate hers.</u> Please contect <u>d</u>	into@colorado.adu If you have any queations about Accommo	data.			Campus Alerts
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Terrs: (Fel 200) 🗸							Ger ter West Grunde	
My Courses Course Tools								OTTINE 281 Outbook
Course Information: Fall 2023								Cerves
Course	Days	Time	Room	Foclars	Creall Class	Final State		Profile & Bellings 😐
Bistorial Farman	MOP	01:25 PM - 02:15 PM	<u>1055C-900</u>	Contraction Contraction	8	2025-12-19 04:00 PM - 07:00 PM 88:80:100		Campus Calendar
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Received Methods in Psychology PERCENT day	τ	01.10 PM - 03.00 PM	Multin Date	Contract Contract	14	THD		
Recentitional final rates between and entering guides: On the Faculty Center		See how students are searching for classes: On to Classe Search		Questions about your course schedule	a7 Contact your department.			

If you need to change the default term, click Change Term.

Faculty Center Search					
My Schedule Class Roster G	rade Roster				
My Schedule					
Fall 2022 CU Boulder		Cha	nge Term		
Select display option					
Show All Classes	0	Show Enrolled Class	ses Only		
	Icon Legend	n Class Roster	🗑 Grade Roster	평 Learning Manage	ement

Find the correct class. Then click Grade Roster.

ching S	Schedule > Fa	II 2022 > CU Boulder				
				Personalize	First	🕚 1 of 15 🛞 Las
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
Grade Roster	PSYC 1001- 001 (13730)	General Psychology (Lecture)	224	MoWeFr 11:15AM - 12:05PM	GOLD A2B70	Aug 22, 2022- Dec 8, 2022
	I	Class PSYC 1001- Grade 001	Grade PSYC 1001- Grade 001 General Psychology	Class Class Title Enrolled PSYC 1001- Grade 001 (Jecture) 224	Class Class Title Enrolled Days & Times Class Class Title Enrolled Days & Times PSYC 1001- Grade 001 (ecture) 224 MoWeFr 11:15AM - 12:05PM	Personalize Image: P

Click Request Grade Change.

Fa	culty Center	Search								
My :	Schedule <u>C</u> lass	Roster G	irade Roster							
Gra	de Roster									
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~						Change Class				
	PSYC 1001 - 00 General Psycho		≘)							
	Days and Times	Room	Room Capacity	Instructor	Ins	structor Email Addresses	Dates			
	MoWeFr 11:15AM-	GOLD	246				08/22/2022			
	12:05PM	A2B70	210				12/08/2022			
Ir	structor Grade	Access: Po	ost Grades					Grading Inf	orm	ation/Deadline
Dis	play Options					Grade Roster Action				
		Grade R	loster Type Fi	nal Grade		*Approval	Status Approved		Υ.	Posted
	Display Unassi	gned Roste	r Grade Only			(To change the App Status, select from the	drop			
						Request G	ade Change			

Select the class from the **Select from the following class list** drop-down menu and choose the reason from the **Reason for Grade Change** drop-down menu.

This is your online form to submit a grade change or enter a late grade.

*Select the Institution: CU Boulder	*
*Select from the following term: Fall 2022 CU Boulder	~
*Select from the following class list:	v
*Reason for Grade Change	~
If you are unable to select a student, their grade change cannot be su	bmitted electronically. Please see instructions for your campus.
CU Boulder: Change Submitted Grades	

CU Denver: Change Submitted Grades

CU Colorado Springs: Change Submitted Grades

By default, students are listed in numerical order by Empl ID. Click the checkbox next to the student for whom you are submitting a grade-change request.

Note: You cannot submit a grade-change request for multiple students in the same request. You may see students on the grade roster who have a status of ineligible. (See **Frequently Asked Questions** for more information about why the student may be ineligible for a grade-change via grade-change workflow.) After populating the roster, you may see that the student has a status of In Review, which means that there is an inprogress grade-change request for this student in this class and you cannot submit another until it is completed.

If you choose, click Only Show Selected to hide the other students.

Sele	ct studen	t(s) to change Optic		ow Selected	Reload Roster	Hide Graded Rows	Submit
Grad	de Chan	ge Roster	*				
	Select	Empl ID	Name	Official	Grade *Grade In	put Comments	
13				А	A		
14				A-	A-		
15		-	_	В	В	~	
16		-		A-	A-		
17				A	A		
18		-	and the second sec	Δ.	Δ_	v 1	

Click the ***Grade Input** drop-down menu to select the new grade. Type in a comment to provide additional detail for the reason for grade change in the required **Comments** field (1,300 character limit). Click **Submit**.

Se	lect stude	ent(s) to change	or enter a late grade								
			Only s	how Selected	Reload Rost	er Hide Graded Rows	Submit				
Gr	Grade Change Roster Personalize Find 🗇 🌉 First 🕢 1 of 1 🕟 Last										
	Select	Empl ID	Name	Official Grade	*Grade Input	Comments			Status	Date Submitted	Submitted By
1				в	B+ 🗸	Student submitted additional	work (assignment #	f3) that raised the grade.		10/08/2023	

You will see a message that confirms you have successfully submitted this grade-change request. Click OK.

Message
You have successfully submitted this grade change request and it has been routed for review. (0,0)

The requested grade-change now appears in the class list with a status of **In Review**. You will also see a **Request Seq Nbr** that is specific to this grade-change request. You may need to reference this number later.



Shortly, you will also receive an email confirmation with instructions on how to access the grade-change request. To submit another grade-change request, click **Submit another grade change request**.

Submit another grade change request			Only sho	w Selected	Reload R	oster
	Submit ano	nother grade change	request			
Grade Change Roster	Grade Char	ange Roster				

If you are done submitting grade-change requests, you can navigate to another page in MyCUInfo or **Sign Out**.

Campus Solutions

Start on the **CU Faculty Homepage**. Use the NavBar to navigate to Curriculum Management > Grading > CU Grade Change Initiation.

Ð	University of Colorado	Menu 👻	Search in Menu	Q	ŵ	:	
	CU Faculty Homepage 🔻					1 of 2	>

Be sure that you are on the **Instructor** tab. You may want to add this page to your favorites.

CU Faculty Homepage	CU Grade Change Initiation	仚	Q	:	≡
Instructor				_	
	Request Seq Nbr: 99999				
This is your online form to	submit a grade change or enter a late grade.				
*Select the In	nstitution:				
*Select from the follow	ving term: V				
*Select from the following	class list:				
"Reason for Grad	e Change				
If you are unable to select a stud	ent, their grade change cannot be submitted electronically. Please	e see instruct	ions for y	our car	npus.
CU Boulder: Change Submitted	Grades				
CU Denver: Change Submitted (Brades				
CU Colorado Springs: Change S	ubmitted Grades				

Select the correct options for this grade-change request from the drop-down menus (all are required) to populate the Grade Change Roster.

CU Faculty Homepage	
Instructor	
	Request Seq Nbr: 99999
This is your online form to submit a grade cha	ange or enter a late grade.
"Select the Institution:	v
"Select from the following term:	~
*Select from the following class list:	~
"Reason for Grade Change	~
If you are unable to select a student, their grade change ca	annot be submitted electronically. Please see instructions for your campus.
CU Boulder: Change Submitted Grades	
CU Denver: Change Submitted Grades	
CU Colorado Springs: Change Submitted Grades	

By default, students are listed in numerical order by Empl ID. Click the checkbox next to the student for whom you are submitting a grade-change request.

Note: You cannot submit a grade-change request for multiple students in the same request. You may see students on the grade roster who have a status of ineligible. See **Frequently Asked Questions** for more information about why the student may be ineligible for a grade-change via grade-change workflow. After populating the roster, you may see that the student has a status of In Review, which means that there is an inprogress grade-change request for this student in this class and you cannot submit another until it is completed.

If you choose, click **Only Show Selected** to hide the other students.

Sele	ct studen	t(s) to change Optic		ow Selected Reload	Roster Hid	le Graded Rows Submit
Grad	de Chan	ge Roster				
	Select	Empl ID	Name	Official Grade	*Grade Input	Comments
13				A	A	
14				A-	A-	
15		-	-	В	В	
16		-		A-	A-	
17				А	A	
18				Δ_	Δ.	

Click the ***Grade Input** drop-down menu to select the new grade. Type in a comment to provide additional detail for the reason for the grade-change in the required **Comments** field (1300 character limit); then click **Submit**.

Se	lect stud	ent(s) to char	nge or enter a late	grade						
			(Only show Selected	Reload Ro	ster	Hide Graded Rows	Submit]	
Gr	ade Cha	ange Roster							Perso	onalize
	Select	Empl ID	Name	Official Grade	*Grade Input	Com	nents			S
1				В	B+	 Stud 	ent submitted additional	work (assignment	#3) that raised the grade.	

You will see a message that confirms you have successfully submitted this grade change request. Click OK.

Message
You have successfully submitted this grade change request and it has been routed for review. (0,0)
ок

The requested grade-change now appears in the class list with a status of **In Review**. You will also see a **Request Seq Nbr** that is specific to this grade-change request. You may need to reference this number later.

This	is your	online form to su	ubmit a grade change	Request Seq Nb or enter a late					
		Select the Insti	tution: CU Boulder						
	Select from the following term: Fall 2022 CU Boulder								
	Select fro	om the following cla	ss list: PSYC 1001 - 001 (1	3730)					
CU CU	u are unab Boulder: <u>Cl</u> Denver: <u>Ch</u>		des des	e submitted elect	ronically. <u>Please</u>	see instructions for your campus.			
Sele	ect student	t(s) to change or ent	ter a late grade						
S	Only show Selected Reload Roster Hide Graded Rows Submit another grade change request								
Gra	de Chang	je Roster					Personalize Fin	nd 🖉 📑 🛛 F	First 🕚 1 of 1 🕟 Last
	Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
1				В	B+	Student submitted additional work (assignment #3) that raised the grade.	In Review	10/08/2023	Testing and in the second

Shortly, you will also receive an email confirmation with instructions on how to access the grade-change request. To submit another grade-change request, click **Submit another grade change request**.

			Only show Se	lected Reload	d Roster H	ide Graded Rows	
S	ubmit anot	her grade change	request				
Gra	de Chan	ge Roster					
Gra	de Chan Select	ge Roster Empl ID	Name	Official Grade	• *Grade Input	Comments	

If you are done submitting grade-change requests, you can navigate to another page in Campus Solutions or **Sign Out**.

Proxy Initiator

If you are designated as a proxy initiator for the class, you may only submit a grade-change request via Campus Solutions.

Start in Student Records.

University of Colorado	Menu 👻	Search in Menu Q	Ĺ		:		
Student Records 💌				< -	1 of 6	>	
The second s							-

Use Fluid Navigation to select Resources for Schools/Colleges > Grades (Admin) > CU Grade Change Initiation.

Resources for Schools/Colleges	Grades (Admin)	Resources for Schools/Colleges
	✓	CU Grade Change Initiation
	[* <u>=</u>]	📄 Grade Change Audit
		📔 Grade Roster

Or you can use the NavBar to navigate to Curriculum Management > Grading > CU Grade Change Initiation.

Be sure that you are on the **Proxy** tab. You may want to add this page to your favorites.

K Resources for Schools/Colleges	Grades (Admin)	ଜ	Q	:	≡
CU Grade Change Initiation	Proxy				
	_	Request Se	eq Nbr: 9	9999	
📄 Grade Change Audit	This is your online form to submit a grade chang	ge or enter a l	ate gra	de.	
🔚 Grade Roster	Enter the Student ID:	Q			
	*Select the Institution: CU Boulder	~			
	*Select from the following term:	~			
	*Select from the following class list:	~			
	*Reason for Grade Change	~			
	Please select submit changed or late grade	ubmit			

Type in the SID for the student you are requesting a grade-change in the **Enter the Student ID** field. Select the correct options for this grade-change request from the drop-down menus (all highlighted fields are required) to pull up this student in this class.

	Grades (Admin)	
Proxy		
	Request Seq Nbr: 99999	
This is your online form to submit a	a grade change or enter a late grade.	
Enter the Student ID	Q	
*Select the Institution	CU Boulder 🗸	
*Select from the following term:	×	
*Select from the following class list	· ·	
*Reason for Grade Change	v	
Please select submit changed or late gra	de Submit	
Official Grade Grade Input	Comments	Status
Date Submitted: Actio	on Date:	

Note: You cannot submit a grade-change request for multiple students in the same request. After populating the highlighted fields, you may see that the student has a status of Ineligible. (See **Frequently Asked Questions** below for more information about why the student may be ineligible for a grade-change via grade-change workflow.) After populating the highlighted fields, you may see that the student has a status of In Review, which means that there is an in-progress grade-change request for this student in this class and you cannot submit another until it is completed.

Grades (Admin)
Ргоху
Request Seq Nbr: 99999
This is your online form to submit a grade change or enter a late grade.
Enter the Student ID:
*Select the Institution: CU Boulder
*Select from the following term: Fall 2022 CU Boulder
*Select from the following class list: PSYC 1001 - 001 (13730)
*Reason for Grade Change Miscalculation
Please select submit changed or late grade Submit
Official Grade *Grade Input Comments
Date Submitted: 10/08/2023 Action Date:

If, after populating the highlighted fields, you do not see a current status shown, you should be able to proceed with this grade-change request. Click the ***Grade Input** drop-down menu to select the new grade, type in a comment to provide additional detail for the reason for grade-change in the **Comments** field (required; 1,300 character limit) and click **Submit**.

		Grades (Admin)	
Proxy				
			Rec	uest Seq Nbr: 99999
This is	your online for	m to submit a gra	ade change or en	ter a late grade.
	-		0	
		the Student ID:	Q	
	*Selec	t the Institution: CU	Boulder	\checkmark
	*Select from the	following term: Fal	2022 CU Boulder	~
*	Select from the follo	owing class list: PS	YC 1001 - 001 (13730)) 🗸
	*Reason fo	r Grade Change Mis	calculation	~
Pleas	e select submit cha	nged or late grade	Submit	
II Offic	cial Grade	*Grade Input	Comments	
"	A	A- 🗸	During grading of fi was inadvertently a	

You will see a message that confirms you have successfully submitted this grade change request. Click OK.

You have successfully submitted this gra	ade change request	t and it has been routed for review. (0,0)
	ОК	

You will see a **Request Seq Nbr** that is specific to this grade-change request. You may need to reference this number later.

	Grades (Admin)	
Proxy		
		Request Seq Nbr: 33085

This is your online form to submit a grade change or enter a late grade.

Shortly, you will also receive an email confirmation with instructions on how to access the grade-change request. To submit another grade-change request, click **Submit another grade change request**.

Resources for Schools/Colleges			Grades (Admin)
🔚 CU Grade Change Initiation	Proxy		
	_		Request Seq Nbr: 33085
Grade Change Audit	This is your online	e form to submit a g	rade change or enter a late grade.
🔚 Grade Roster	E	inter the Student ID:	
	S	elect the Institution: Cl	J Boulder
	Select from	the following term: Fa	II 2022 CU Boulder
	Select from the	following class list: PS	SYC 1001 - 001 (13730)
	Reaso	n for Grade Change Mi	scalculation
	Please select submit	changed or late grade	Submit another grade change request
	Official Grade	Grade Input	Comments
	A	A-	During grading of final exam, student was inadvertently awarded double points for one question.

If you are done submitting grade-change requests, you can navigate to another page in Campus Solutions or **Sign Out**.

K Resources for Schools/Colleges	Grades (Admin)	ŵ	Q	:	Ξ
CU Grade Change Initiation	Proxy	D	equest Se	a Nibas	22095
🛅 Grade Change Audit	This is your online form to submit a grade cha				
🛅 Grade Roster	Enter the Student ID:				

Access the Grade-Change Request

As an instructor or proxy initiator you may want to access a grade-change request for various reasons, including to check the status of a request, cancel a request, or review the approver's decision. If you are reviewing the grade-change request from off campus, you must connect to the campus VPN to use the grade-change workflow. If you are unable to make a secure connection, contact <u>help@colorado.edu</u> for technical assistance or <u>registrar@colorado.edu</u> for grading advice. You can access the grade-change request in one of two ways.

How to Access & Check Status of the Grade-Change Request

Follow Email Link

After you submit a grade-change request, you will receive an email with the subject line: Grade Change Request Received - [Term Year, Subject Catalog-Section (Class Nbr)]. At the bottom of that email, there will be a link to the grade-change request in OnBase. Click on that hyperlinked text to open the grade-change request form in a new OnBase window. (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)



After you click on the link and log-in to OnBase, you will be able to view details about the grade-change request. Double-click on the row of the Request Seq Num under the **Students for this Grade Change Request** heading to open a new window in OnBase (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)

You will see one or more rows under the **Review Steps for Request** heading. In each row, you will also see a column for **Review Step Status**. You can double-click on any row under the Review Steps for Request heading to see additional details about that review step, including the approvers for that review step. When you are done reviewing you can close the window.

t Number 22002						Object I
t Number: 33093						
tudent Information		Class Information				
tudent ID		Class Number	Term	Session	Institution	
1.		13730	2227	В	CUBLD	
irst Name	Last Name	Subject	Catalog #	Section		
	Contract of Contra	PSYC	1001	001		
		Course Title				
rading		General Psychology				
riginal Grade	New Grade					
N	С					
				Double	Click	
eview Steps for Request						
	Desision	Deview Oten Oten	Daview Consultation	10.		
Step Number	Decision	Review Step Status	Review Completed	тву		
	1	Awaiting More Information	n	-		
	2	Awaiting Prior Review				
ner 33093						O
est Information		Submission Details Include Re		initiated to: OwelD		
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est Information set Seq Num 3 Sana r: Review re OCS Seaus re CoS Seaus re Voice set Information ret book ret g d of Onde voice	New Grade	Initiated By Resson Other Submission Comments N/A Class Information Class Number 13730 Skipet PSYC Course Title General Psychology Step	2227 Contag Number 1001 Steps for Reguest	Session B Secton 001		

Locate in OnBase

You may also access grade-change workflow requests directly via OnBase. From your portal, navigate to Business Tools and select the OnBase tile.



In OnBase, start from your WorkView, select X - REG - Grade Change Request Processing from the Applications drop-down menu, and select the Grade Change Requests Submitted by Me - Pending under My Requests. Here you can see the GCR Status column indicating, at a high level, the status of the grade-change request.

Note: The Grade Change Requests Submitted by Me - All will list both pending and complete grade-change requests submitted by you.

Silters for X - REG - Grade Change Request 33027 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 33028 CUBLD 2227 13730 PSYC 1001 Under Review 2329814			(OnBa	ise'	☆		whe lineford - O	R.J. Paych Pay	cholog v
Filters for X - REG - Grade Change Request S3027 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3028 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 3093 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 Grade Change Requests Submitted by Me- Pe miding Example Example Example Example		(3) Grade Change	e Requests Su	bmitteo	l by Me - Pendin	g	Request Seq Nu	m =	Q × <u>↓</u>	1 5 8
Processing State Cubic		REQUEST SEQ NUM	INSTITUTION	TERM	CLASS NUMBER	SUBJECT	CATALOG #	INITIATED BY OPERID	GCR STATUS	OBJECT ID
33028 CUBLD 2227 13730 PSYC 1001 Under Review 2329814 Q. Type to filter 33093 CUBLD 2227 13730 PSYC 1001 Under Review 2329859 My Requests Grade Change Requests Submitted by Me-Pe nding Grade Change Requests Submitted by Me-Pe Submitted by Me-Pe		33027	CUBLD	2227	13730	PSYC	1001	1794-000100	Under Review	23298142
My Requests Grade Change Requests Submitted by Me - Pe nding	Processing G	33028	CUBLD	2227	13730	PSYC	1001	1794-0001078	Under Review	23298148
Grade Change Requests Submitted by Me - Pe nding	Q Type to filter	33093	CUBLD	2227	13730	PSYC	1001	1784-000100	Under Review	23298598
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Double-click on the row of the Request Seq Num that you want to view (Request Seq Num was first displayed to you after you submitted the grade-change request) to open the grade-change request form in a new OnBase window. (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)

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Applications X - REG - Grade Change Request Processing	_	(3) Grade Chan	ge Requests Si	ubmitte	d by Me - Pendir	ng	Request Seq Nu	im =	Q × 🛓	168
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Double-click on the row of the Request Seq Num under the **Students for this Grade Change Request** heading.

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This will open a new OnBase window. You will see one or more rows under the Review Steps for Request heading. In each row you will also see a column for Review Step Status. You can double-click on any row under the Review Steps for Request heading to see additional details about that review step, including the approvers for that review step. When you are done reviewing, you can close the window.

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s for Related Student Onde Change Request	Details Step Status en Comments		249 1		Reviewer(s) for This Review Step	

Cancel A Request

If, for any reason, you need to cancel a request, you must do that in OnBase. Access and open the gradechange request form that you need to cancel by opening the grade-change request form in a new OnBase window, which is detailed in **How to Access the Grade-Change Request** section of this document. (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)

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Select the row under the **Current Review Steps for Grade Change** heading. To cancel this grade-change request, click on the Cancel Request icon on the right side.

urrent Review Steps for Grade (Change - Use the decision b	buttons to the right; changes w	ill be saved automatical	y				
Step Number	Decision	CS EmpliD	First Name	Last Name	Original Grade	New Grade	Submission Comments	
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After you click Cancel Request, the form will repopulate and you will see canceled under the **Decision** column of that same section. This confirms that the request has been canceled. No further action is needed and you can close the window.

Current	Review Steps for Grad	e Change - Use the decision b	uttons to the right; changes w	ill be saved automatical	lly					
	Step Number	Decision	CS EmpliD	First Name	Last Name	Original Grade		New Grade	Submission Comments	0
	1	Cancelled	1001000	5	۶.	B	5	B+	□ Student submitted additional work (assignment #3) that raised the grade.	Cancel Req

After a grade-change request that you submitted is canceled (regardless of whether you canceled the request or an approver canceled the request), you should receive an email with the subject line: Grade Change Request Canceled - [Term Year, Subject Catalog-Section (Class Nbr)]. At the bottom of that email, there will be a link to the grade-change request in OnBase. Click on that hyperlinked text to open the grade-change request form in a new OnBase window. (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)



Provide More Information Upon Approver's Request

In grade-change workflow an approver has the opportunity to request more information from the instructor or proxy initiator about a particular grade-change request. If this happens, the instructor or proxy initiator (whoever submitted the grade-change request) will receive an email with the subject line: Action Needed on Grade Change Request: Information has been requested for [Term Year, Subject Catalog-Section (Class Nbr)]. At the bottom of that email, there will be a link to the grade-change request in OnBase. Click on that hyperlinked text to open the grade-change request form in a new OnBase window to provide additional information. (If the window doesn't appear, make sure your browser's pop-up blocker is turned off.)

Note: Action should be taken within one week of the email to provide additional information.



After you click on the link and log-in to OnBase, you will see the Inquiry page for this request. Under the Request for Additional Information heading, you will see details about what information the approver is requesting. Add additional information in the red/pink box under the Response heading. Once you are done entering your response, click Save Comments.

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GCR Status		Original Submission Comments									
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After you enter your response and click **Save Comments**, the window will refresh and you will see your response in the **Response/Additional Information** field. You can close the window.

This grade-change request has been routed back to the approver and is still in the queue.

Review Approvers' Decision

When the approver for the student's college, school or program submits their decision, you'll receive an automatic email with a subject line that begins with "Grade Change Request..."

Approve

If your grade-change request is approved, you'll receive an automatic email with the subject line: Grade Change Request Approved - [Term Year, Subject Catalog-Section (Class Nbr)]. You, the Dean's Office, and the student will receive another email within two hours indicating the new grade has posted to the student's record. Click the link in the email to see the decision details in OnBase.



Deny

If your grade-change request is denied, you'll receive an automatic email with a subject line: Grade Change Request Denied - [Term Year, Subject Catalog-Section (Class Nbr)]. Click the link in the email to see the decision details in OnBase.



Frequently Asked Questions

The student is ineligible on the grade roster.

A student may be ineligible for a grade-change if they only have a concurrent degree stack, initially earned a Z grade in the class, or have been awarded a degree in the same career that they took the class where the class was completed and initial grade earned before the degree was awarded (some exceptions in the GRAD career apply).

When I clicked "Submit" I got an error message saying I need to enter data into the highlighted fields.

You are required to select an option in the Reason for Grade Change drop-down menu. You'll need to click OK, select the reason for the change in the Comment field, then click Submit.

When I clicked "Submit" I got an error message saying I need to enter a changed grade.

The grade you entered and the existing grade are the same. You'll need to click OK, change the *Grade Input drop-down to the new grade, then click Submit.

When I clicked "Submit" I got an error message saying I need to enter a comment.

You are required to enter a comment that provides additional context for the grade-change request. You'll need to click OK, type the reason for the change in the Comments field, then click Submit.

What communications will I receive regarding grade-change requests that I submit?

As the instructor initiator or proxy initiator of a grade-change request, you will receive the following email notifications.

- Subject: Grade Change Request Received [Term Year, Subject Catalog-Section (Class Nbr)] → sent after you submit a grade-change request
- Subject: Action Needed on Grade Change Request: Information has been requested for [Term Year, Subject Catalog-Section (Class Nbr)] → sent after an approver requests additional information on a grade-change request that you submitted.
- Subject: Grade Change Request Approved Term Year, Subject Catalog-Section (Class Nbr)] → sent after a grade-change request that you submitted has received final approval (but before processing completes in Campus Solutions).
- Subject: Grade Change Request Canceled Term Year, Subject Catalog-Section (Class Nbr)] → sent after a grade-change request that you submitted has been canceled.

- Subject: Grade Change Request Denied Term Year, Subject Catalog-Section (Class Nbr)] → sent after a grade-change request that you submitted has been denied.
- Subject: Grade Change Confirmation Term Year, Subject Catalog-Section (Class Nbr)] → sent after a grade-change request that you submitted has been processed in Campus Solutions.

What other communications are included in the grade-change workflow?

Approvers will receive an email notification when there is a grade-change request submitted that requires their review and decision (including after an instructor or proxy initiator has provided additional information, per request, on a grade-change request). The student will receive an email notification after an approved grade-change request has been processed in Campus Solutions. The Dean's Office of the student's primary program will receive an email notification after an approved grade-change request has been processed in Campus Solutions.