Viewing Grade Replacement Eligibility in Campus Solutions

Classes are evaluated for grade replacement on a set schedule. Only classes that meet eligibility requirements are evaluated for grade replacement.

To view grade replacement eligibility in Campus Solutions, follow the steps below:

1. Within Campus Solutions, navigate to the “Student Services Ctr (AdminVw)” page at the following path: Main Menu > Campus Community > Student Services Ctr (AdminVw).

   After searching for a specific student by ID or other criteria, click on the 3C Summary tab.

2. Look for a comment with the item code TRPLCE and the description Grade Replacement Eligibility. To make this easier, adjust the 3C Summary Filters as below, and then click the “Filter Results” button.
   - “Checklist” is unchecked
   - “Communication” is unchecked
   - “Comment” is checked
   - “Institution” is CUBLD
   - “Admin Function” is SENR
   - “Checklist Item Status” is blank
   - “Comm Completed” is blank

If you haven’t personalized your view, the variable data that will tell you what term and class number a comment is for are on the second tab.
3. If a student’s class has been evaluated for grade replacement and was found to be eligible at that time, you’ll see a comment with the TRPLCE item code. The most recent evaluation status will be at the top of the comment. The comment field will include the date of the evaluation and the status of that evaluation. For a full list of comment options, view TRPLCE Comment Options in Campus Solutions.

4. To view a copy of the email the student received, adjust your filters to look for communications with the admin function of SENR. Students are notified of eligibility by class.

Item Code TGA, description **Grade Replacement Eligible** is sent to students who are eligible.

Item Code TGI, description **Grade Replacement Ineligible** is sent to students who are ineligible based on a change in record.

Click “Item Detail” on the communication you want to view.

This will open a new tab. Scroll to the bottom of the page and click “View Generated Communication.”

5. If end of term processing has occurred for the term you are reviewing, you can look for a checklist to indicate a student’s eligible class has been processed and the prior attempt is no longer counting in the student’s GPA. Adjust your filters to look for checklists with the admin function of SENR.

Item Code TRPLCE, description **Grade Replacement Processing**, Item Status **Completed**.

If the checklist is initiated, it means end of term processing is not yet complete. If the checklist is waived, it means the student was not processed. There should be additional information in the TRPLCE comment that tells why.

Students are notified about the completion of this processing for their class(es) with the following communication, which is also visible to staff: Item Code TET, description **Grade Replacement Auto-Applied**.