

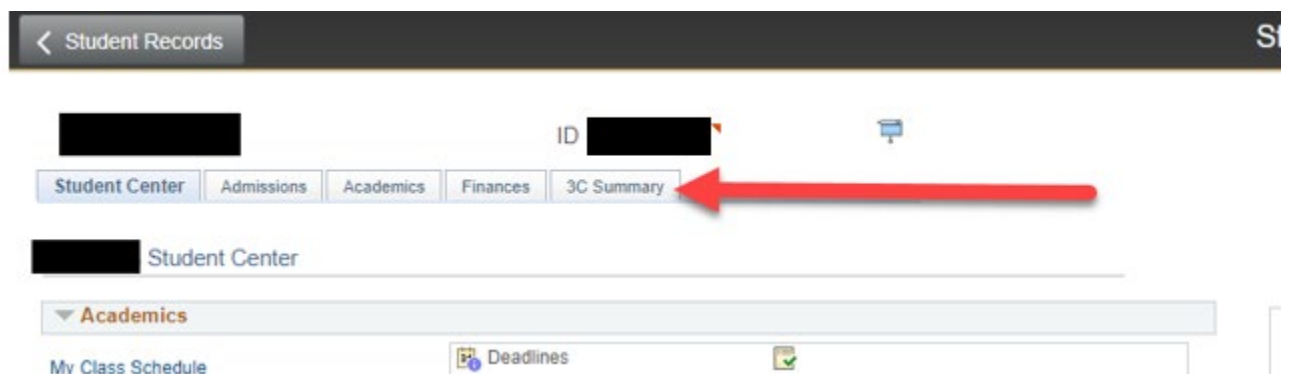
Viewing Grade Replacement Eligibility in Campus Solutions

Classes are evaluated for grade replacement [on a set schedule](#). Only classes that meet [eligibility requirements](#) are evaluated for grade replacement.

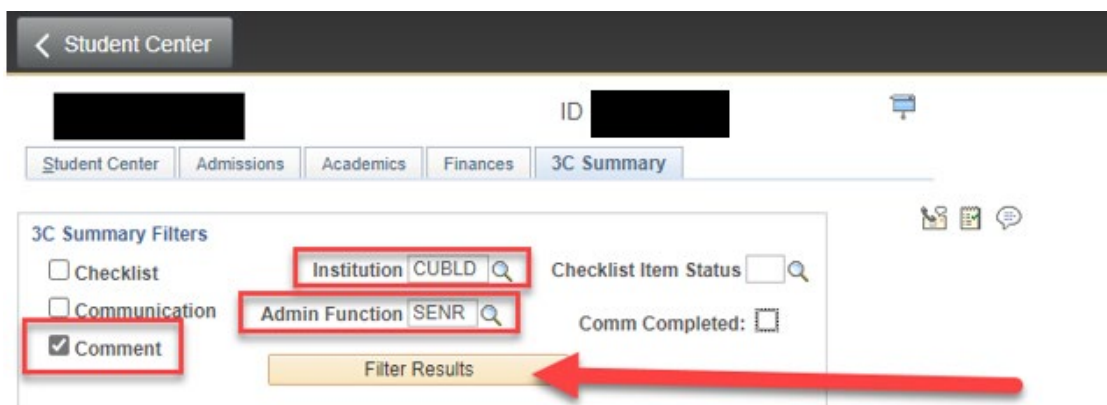
To view grade replacement eligibility in Campus Solutions, follow the steps below:

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.

- 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](#).

- 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.

3C Summary ?												Personalize
Details												
Type	DateTime	Institution	Admin Func	Item Code	Item Detail	Description	Career	Term	Class Nbr	Action Date		
Communication	06/07/22 11:17:46AM	CUBLD	SENR	TGA	Item Detail	Grade Replacement Eligible	UGRD	2227	26897	06/07/2022		

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

Communication Outcome

Communication Generation Date 06/07/2022

Communication Completed Date Activity Completed 06/07/2022

Unsuccessful Outcome

Outcome Reason

Language Used

Method Used

[View Generated Communication](#)

Click "View."

View Generated Communication		
Letter Code	Description	View
TGA	Grade Replacement Eligible	View

- 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**.

3C Summary ?												Personalize
Details												
Type	DateTime	Institution	Admin Func	Item Code	Item Detail	Description	Career	Term	Class Nbr	Action Date	Item Status	
Checklist	01/13/22 3:43:47PM	CUBLD	SENR	TRPLCE	Item Detail	Grade Replacement Processing	UGRD	2221	26121	07/18/2022	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**.