## 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. The grade-change workflow will route grade-change requests to dean/college that owns the course. 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.
- A University error occurred in the grading process.

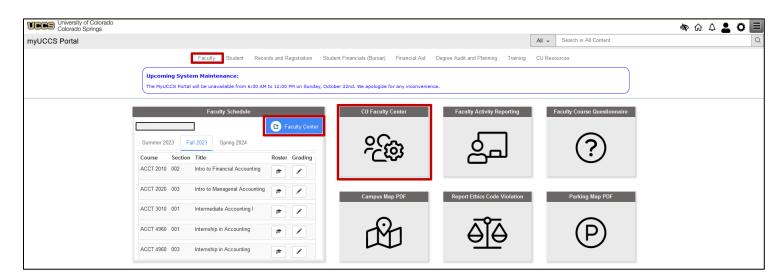
## **Request a Grade Change**

#### 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.

#### myUCCS Portal

Within the myUCCS Portal under Faculty, click Faculty Center.



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

Faculty Center Search					
My Schedule   Class Roster	<u>G</u> rade Roster				
My Schedule					
Spring 2022   CU Colora	ido Springs	Cha	inge Term		
Select display option					
Show All Classes	s O	Show Enrolled Clas	ses Only		
	Icon Legend	🏫 Class Roster	🛐 Grade Roster	📙 Learning Man	agement

Find the correct class, then click Grade Roster.

My Tea	ching S	Schedule > S	oring 2022 > CU Colorad	do Spring	S		
					Personalize	키 📑 🛛 First	🕚 1 of 8 🛞 Last
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
Class Roster	Grade Roster	ACCT 2020-002 (14063)	Intro to Managerial Accounting (Lecture)	37	Th 8:00AM - 10:40AM	DWIR 104	Jan 18, 2022- May 14, 2022

#### Click Request Grade Change.

Fa	culty Center	Search							
<u>My</u>	Schedule   <u>C</u> lass	Roster   Grade	e Roster						
Gra	de Roster								
Sprin	g 2022 CU Colo Sp	prings   Main Car	npus Sem (Colo Spr	ings)   CU C	olorad	o Springs   Undergrad	duate	7	
						Change Class			
	ACCT 2020 - 002 Introduction to Ma		ntina (Lecture)						
	Days and Times	Room	Room Capacity	Instructor		Instructor Email Addresses	Dates		
	Th 8:00AM- 10:40AM	DWIR 104	47				01/18/2022 - 05/14/2022		
Ins	structor Grade A	Access: Post G	Grades					Grading Inform	nation/Deadline
Dis	play Options				Gra	ade Roster Action		-	
		Grade Rost	er Type Final Grad	de		*Approval St	tatus Approved	~	Posted
	Display Unassigi	ned Roster Gra	ade Only		Ś	o change the Appro Status, select from drop down and pro	the		
					C	Request Gr	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 Colorado Springs v	
*Select from the following term: Spring 2022 CU Colo Spring v	
*Select from the following class list ACCT, 2020, 002 (14063) 🗸	
*Reason for Grade Change	
If you are unable to select a student, their grade change cannot be submitted electronically. Please see instructions for your campus.	
CU Boulder: Change Submitted Grades	
CU Denver: Change Submitted Grades	
CU Colorado Springs: <u>Change Submitted Grades</u>	

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 can 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.

Sele	ect studen	t(s) to change or	enter a late grade						
	Select All	Desele	ct All Only show Select	ed Reload	Roster Hi	le Graded Rows Submit			
Gra	de Chanç	ge Roster				Perso	nalize   Find   🖟	ד 🛛 📔 🔜 🛛 🛛 Tirst	🐠 1-34 of 34 🕟 Last
	Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
1			10.00 PM	В	A		In Review		International Advances
2			term into a	С	С		Ineligible		
3			And the second sec	В	В		Ineligible		
4			Adaptation States	W			Ineligible		
5	~		trade lines	С	C				
6		10.000	Transmission in the local distance of the lo	C+	C+		Ineligible		
7			100.000	С	C		)		
8				D	D		Ineligible		
9		10000	No. of Concession, Name	D	D		]		
10		10000	termine the	D	D				
11			1000	с	C				
12		10000		B+	B+ •				

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

Se	elect studen	t(s) to change or en	ter a late grade						
	Select All	Select All         Only show Selected         Reload Roster         Hide Graded Rows         Submit							
G	rade Chanç	je Roster				Per	rsonalize   Find	🖪   🔜 🛛 Fin	st 🕢 1 of 1 🕟 Last
	Select	Empl ID	Name	Official Grade	*Grade Input	Comments S	Status	Date Submitted	Submitted By
1			1000	С	C ~				

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 (1300 character limit) then click **Submit**.

	Select student(s) to change or enter a late grade									
(	Select All         Only show Selected         Reload Roster         Hide Graded Rows         Submit									
	Grad	le Chan	ige Roster				Pers	onalize   Find	🔄 🛛 🔜 👘 Firs	st 🕢 1 of 1 🕑 Last
		Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
	1			later later	С	B+ 🗸	Student made up missed quiz/exam (quiz #5) which increased overall grade.			in a state of the

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.

	Re	equest Seq Nbr	: 33151				
This is your online form to submi	it a grade change o	or enter a late	e grade.				
Calast the Institution	en Oll Colorado Coriano						
select the institution	n: CU Colorado Springs						
Select from the following term	n: Spring 2022 CU Colo	Springs					
Select from the following class list	st: ACCT, 2020, 002 (140	63)					
*Reason for Grade Change	e Completed Work	~					
If you are unable to select a student, their	ir grade change cannot b	e submitted electr	ronically. Please	e see instructions for your campus.			
CU Boulder: Change Submitted Grades							
CU Denver: Change Submitted Grades							
CU Colorado Springs: Change Submitted G	Grades						
Select student(s) to change or enter	r a late grade						
Select All Deselect All	Only show Selected	Reload Ros	ster Hide (	Graded Rows			
Submit another grade change request							
Grade Change Roster					Personalize   Fi	nd   💷   🔣 🛛 F	irst 🕚 1 of 1 🛞 Last
Select Empl ID Name	ne	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
		с	B+		In Review	10/18/2023	Carlon for the

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**.

Γ	Sele	ect studen	t(s) to change or	enter a late grade						
		Select All Deselect All Only show Selected Reload Roster Hide Graded Rows								
	Su	Submit another grade change request								
	Gra	de Chang	e Roster					Personalize   Fi	nd   🖉   🔣 🛛 Fi	rst 🕚 1 of 1 🕑 Last
		Select Empl ID Name Official Grade *Grade Input Comments Status Date Submitted By					Submitted By			
	1			1000	С	B+	-	In Review	10/18/2023	freedom internet.

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

✓ Grade Roster	Grade Change Initiation Form	COLCO00007 Database: IEPTST 🏠 🔍 🗘 其 🚍
Instructor		Add To Favorites
Request Seq Nbr: 33151		
This is your online form to submit a grade change or enter a late grade.		Sign Out

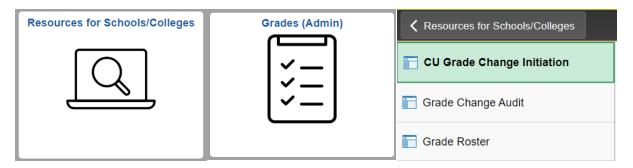
### **Proxy Initiator**

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	ធ	:	Ξ
Student Records 🗸					1 of 6	• •
						<b>^</b>

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



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.

	CU Grade Change Initiation	с С	. :	≡
Proxy				-
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 Colorado Springs V				
*Select from the following term:				
*Select from the following class list:				
*Reason for Grade Change				
Please select submit changed or late grade Submit				
Official Grade "Grade Input Comments Status				
Date Submitted: Action Date:				

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.

CU Grade Change Initiation	ណ	Q	: ≡
Proxy			-
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 Colorado Springs v			
*Select from the following term			
*Select from the following class list			
"Resson for Grade Change			
Please select submit changed or late grade Submt			
Official Grade hourt Comments Status			
Date Submitted: Action 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.

CU Grade Change Initiation	1	<u>م</u> ۵	. :	≡
Prog				-
Request Seq Nor. 99999				
This is your online form to submit a grade change or enter a late grade.				
Enter the Student ID: Q				
*Select the Institution: (UC Colorado Springs v				
*Select the Institution: [UI Kolmo Springs ♥ ) *Select from the following terms: [Spring 2022 CUI Glo Spring ♥ ]				
*Select from the following class list (ACCT 2010-004 (15026) v) *Reason for Grade Change (Inscalautation v)				
reason for craster Change (Instance and v v )     Please select starting ranks (Instance and v v )     Please select starting ranks (Instance and v v )				
Official Grade log Comments				
Date Submitted: 10/192023 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;1300 character limit) and click **Submit**.

	CU Grade Change Initiation	ŵ	Q	: ≡
Proxy				
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 Colorado Springs v				
*Select from the following term: Spring 2022 CU Colo Spring ~				
*Select from the following class list: (ACCT 2010 - 004 (15026) v				
*Reason for Grade Change Miscalculation V				
Please select submit changed or late grade Submit				
Official Grade Multi B+ V A Multi B+ V Multi Grade due to double counting exam points.				
Date Submitted: 10/18/2023 Action Date:				

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

Message	٦
You have successfully submitted this grade change request and it has been routed for review. (0,0)	

You will 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**.

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

## 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>helpdesk@uccs.edu</u> for technical assistance or <u>registrar@uccs.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.

Grade Change Request Received - Spring 2022, ACCT 2010-004 (15026)  From do-not-replyEcu.edu 🗈 Data Today 15:24	$\bigcirc = \diamond & \diamond \rightarrow \bigcirc$
UCCS Office of the Registrar uncentur or occanado excanado astrinos	
Greengs,	
A grade change request you submitted has been routed for review.	
Term: Spring 2022	
Class Number, 15025	
Class: ACCT 2010-004 Intro to Financial Accounting	
Review Steps: 1	
Studen((s) for this request	
Use the following link to access this grade charge request	

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.

Grade Change Request All My Pending	g Requests						
Grade Change Request							Object ID: 232
Request Number: 33153							
1 - 1 of 1 records			<b>.</b>	ouble-Click		Show 100 v records	
				7			
Students for this Grade Char	nge Request						
CS EmpliD	First Name	Last Name	Original Grade	New Grade	Student GCR Status	Submission Comments	
1.000	Sec. 1		A	B+	Under Review	Miscalculated final grade due to double counting exam points.	
1 - 1 of 1 records						Show 1	00 v records

This will open a new OnBase window. 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.

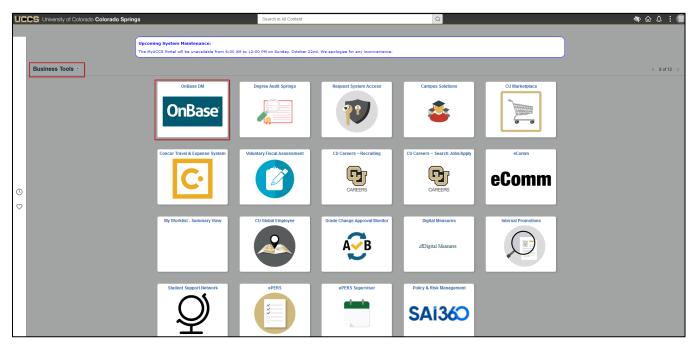
Stude	ent Grade Change Request							
Stude	ent Grade Change Request est Number: 33153						Object II	D: 2329929
	Student Information			Class Information				
	Student ID			Class Number	Term	Session	Institution	
				15026	2221	C	CUSPG	
	First Name	Last Name		Subject	Catalog #	Section		
				ACCT	2010	004		
				Course Title				
	Grading			Intro to Financial Accounting				
	Original Grade	New Grade						
	A	B+						
	Review Steps for Request							
	Step Number	Decision	Review Step Status	Review Completed By				
		1	Under Review					
L		1	1					

ent Grade Change Request					
ent Grade Change Request					Object ID: 232
est Number: 33153					
Student Information		Class In	ormation		
Student ID		Class Nu	mber Term	Session	Institution
		15026	2221	С	CUSPG
First Name	Last Name	Subject	Catalog	# Section	
10 M 10	-	ACCT	2010	004	
		Course Ti	tle		
Grading		Intro to I	inancial Accounting		
Original Grade	New Grade				
A	B+		Double Click		
			7		
Review Steps for Request		/	/		
Step Number	Decision	Review Step Status	Review Completed By		
-	1	Under Review			

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nt Grade Change Request						Object ID: 2
est Number: 33153						
Student Information			Class Information			
Student ID			Class Number	Term	Session	Institution
			15026	2221	С	CUSPG
First Name	Last Name		Subject	Catalog #	Section	
Contraction of Contra	1000		ACCT	2010	004	
			Course Title			
Grading			Intro to Financial Accounting			
Original Grade	New Grade					
A	B+					
<b>Review Steps for Request</b>						
Step Number	Decision	Review Step Status	Review Completed By			
	1	Awaiting More Information				
1 - 1 of 1 records						Show [100 ] records
1 - 1 of 1 records						Show [ <u>100</u> ] records
						Show [100 → ] records
1 - 1 of 1 records						Show [100 → ] records
	Created Date F	teviewer Name Revie	wer Comment	Initiator Name Initiator	Comment	Show 100 v records

#### 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 to access OnBase.



In OnBase, start from your WorkView, select the 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.

≡ WorkView			OnBase	Ê.		☆ 🖂 前 🛛 R	ashell McCann - CUSPG AA	Academic Advising 🗸
Applications X - REG - Grade Change Request Processing	(1) Grade Change Requests	Submitted by Me - Pendir	Ig			Request	Seq Num =	) Q ×   ±   ∎   ⊕   ⊖
	REQUEST SEQ NUM	INSTITUTION		SUBJECT	CATALOG #	INITIATED BY OPERID	GCR STATUS	OBJECT ID
Filters for X - REG - Grade Change Request Processing	33153	CUSPG 222	1 15026	ACCT	2010	AC 100 K	Under Review	23299293
Q Type to filter								
My Requests 🗸 🗸								
Awaiting My Review (GCR) Awaiting My Review (Review Steps) Grade Change Requests Submitted by Me - Pe drade Change Requests Submitted by Me - All My Inquiries - Pending My Inquiries - All	:							

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.



Double-click on the row of the Request Seq Num under the **Students for this Grade Change Request** heading.

_	Change Request All My Pending F	Requests					
	Change Request est Number: 33153						Object ID: 2329929
	1 - 1 of 1 records						Show 100 Y records
	Students for this Grade Chang	ne Request					
	CS EmpliD	First Name	 Last Name	Original Grade	New Grade	Student GCR Status	Submission Comments
	Transfer to	1000		_	B+	Under Review	Miscalculated final grade due to double counting exam poi
				David	e Click		
				- DOUDI	e Chek		
	1 - 1 of 1 records						Show 100 v records

This will open a new OnBase window. 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.

<form></form>	extender: 33 13 3 Research Information Research Information Code Status A Under Review Under Review New Crace Review New Crace New	udent Grade Change Request					
Request Information   Status   Status   Status   Under Review   Status   Under Review	Request Monassion   Rescent See Num   Si3 S3   CXP Statu   Dider Review   Student SOP Status   Dider Review   Student SOP Status   Dider Review	ident Grade Change Request					Object ID: 2
Request Seq Num Initiated By OpenD   3313	Request Seq Num Initiated By   Salid Initiated By   CS Statu Initiated By   Under Review Initiated By   Subset: CI Statu Initiated By   Under Review Initiated By   Under Review Initiated By	quest Number: 33153					
Request Seq Num Initiated By OpenD   3313 Initiated By OpenD   OCR Status Initiated By OpenD   Sudert Roirew Initiated By OpenD   Sudert Roirew Initiated By OpenD     Sudert Roirew Initiated By OpenD <th>Request Seq Num Initiated By   Salid Initiated By   CS Statu Initiated By   Under Review Initiated By   Subset: CI Statu Initiated By   Under Review Initiated By   Under Review Initiated By</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Request Seq Num Initiated By   Salid Initiated By   CS Statu Initiated By   Under Review Initiated By   Subset: CI Statu Initiated By   Under Review Initiated By   Under Review Initiated By						
3133	33 3   GS Statu   Subders Information   Buders Information   Subders Information   Subders Information   Subders Information   Buders Information   Subders Information   Subject	Request Information	Submission Details				
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Student Information     Class Information       Student Information     Class Information       Rest Name     Last Name       Student Information     Class Number       Rest Name     Last Name       Student Information     Class Number       Class Number     Term       Student Information     Class Number       Student Information     Class Number       Class Number     Term       Student Information     Class Number       Student Information     Class Number       Class Number     Term       Student Information     Class Number       Student Informatio	Student Information						
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### **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 (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.

			OnBase <sup>®</sup>					☆ 🖂 - CUSPG BUS-Administrative Ops 🗸		
Applications X - REG - Grade Change Request Processing	Submitted by Me - Pending						Request Seq Num =	Q × 🛓 🖬 🗗 🔂		
A file of all of any field control cooling	REQUEST SEQ NUM	INSTITUTION	TERM	CLASS NUMBER	SUBJECT	CATALOG #	INITIATED BY OPERID	GCR STATUS	OBJECT ID	
Filters for X - REG - Grade Change Request Processing	33146	CUSPG	2221	14063	ACCT	2020	Concernance of the second	Under Review	23299233	
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My Requests	33152	CUSPG	2221	14063	ACCT	2020		Under Review	23299288	
W requests Grade Change Requests Submitted by Me - Pending Grade Change Requests Submitted by Me - All My Inquiries - Pending My Inquiries - All					Double Click					

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.



After you click Cancel Request, the form will repopulate, and you will see Cancelled under the **Decision** column of that same section. This confirms that the request has been cancelled. No further action is needed and you can close the window.

Current Re	ment Review Steps for Grade Change - Use the decision buttoms to the right; changes will be saved automatically										×.	
	Step Number	Decision	CS EmpliD		First Name	Last Name		Original Grade		New Grade	Submission Comments	Cancel Req
	1	Cancelled		5	-		5	c (	۳.	B+	Student made up missed quiz/exam (quiz #5) which increased overall grade.	Cancel Req
							_		_			
1												

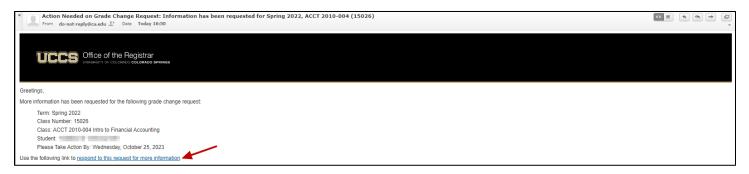
After a grade-change request that you submitted is cancelled (regardless of whether you cancelled the request or an approver cancelled the request), you should receive an email with the subject line: Grade Change Request Canceled - [Term Year, Subject Catalog-Section (Class Nbr)]. At the bottom of that 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.

Grade Change Request Canceled - Spring 2022, ACCT 2020-002 (14063)	
Vicin admorreprised and Vicing 19:30	v
Greetings,	
A grade change that you requested has been canceled.	
Term: Spring 2022	
Class Number: 14063	
Class: ACCT 2020-002 Intro to Managerial Accounting Student:	
Custom: The grade change workflow will conclude for this request within two hours. Once completed, the instructor or proxy may initiate a new grade change request for this student in this class if they wish.	
Use the following link to access this grade change request	

### 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.

						Last
nter your comments then use the S	Save button to the right. After saving, you can clos	e the window.				
Request Information		Original Submission Details				
Request Seq Num		Reason				
33153		Miscalculation				
GCR Status		Original Submission Comments				
Under Review		Miscalculated final grade due to dou	ble counting exam points.			
Student GCR Status						
Under Review						
Inquiry Status						
Notified						
Student Information		Class Information				
Student ID		Class Number	Term	Session	Institution	
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First Name	Last Name	Subject	Catalog #	Section		
		ACCT	2010	004		
		Course Title				
Grading		Intro to Financial Accounting				
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				A This field is required.*		

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..."

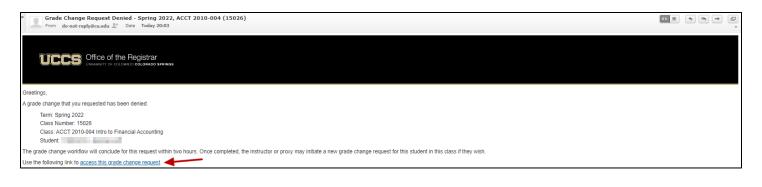
#### Approve

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 2 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.

Grade Change Request Approved - Spring 2022, ACCT 2020-002 (14063)	< ≡ ⇒	) (%) <b>&gt;</b>	₽
From do-not-repty@cu.edu 1* Date Today 19:56			Ψ.
Greetings,			
A grade change that you requested has been approved.			
Term: Spring 2022			
Class Number: 14063			
Class: ACCT 2020-002 Intro to Managerial Accounting			
Student			
This will be processed and updated in the student information system within two hours. You'll receive confirmation via email when this occurs.			
Use the following link to access this oracle change request.			

#### 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 an 'academic dishonesty grade (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 ChangeConfirmation 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 that owns the course will receive an email notification after an approved grade-change request has been processed in Campus Solutions.