

# 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**.

The screenshot shows the myUCCS Portal interface. At the top, there is a navigation bar with the following items: Faculty (highlighted with a red box), Student, Records and Registration, Student Financials (Bursar), Financial Aid, Degree Audit and Planning, Training, and CU Resources. Below the navigation bar, there is a blue banner for "Upcoming System Maintenance" stating that the portal will be unavailable from 6:00 AM to 12:00 PM on Sunday, October 22nd. The main content area is divided into two sections. On the left is the "Faculty Schedule" section, which includes a dropdown menu for "Faculty Center" (highlighted with a blue box) and a table of classes. On the right is a grid of six icons representing different services: CU Faculty Center (highlighted with a red box), Faculty Activity Reporting, Faculty Course Questionnaire, Campus Map PDF, Report Ethics Code Violation, and Parking Map PDF.

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

The screenshot shows the "Faculty Center" page. At the top, there is a "Search" button. Below it, there are links for "My Schedule", "Class Roster", and "Grade Roster". The "My Schedule" section is active. It displays "Spring 2022 | CU Colorado Springs" and a "Change Term" button (highlighted with a red box). Below this, there is a "Select display option" section with two radio buttons: "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, there is a navigation bar with icons and labels for "Icon Legend", "Class Roster", "Grade Roster", and "Learning Management".

Find the correct class, then click **Grade Roster**.

The screenshot shows the "My Teaching Schedule" page for "Spring 2022 > CU Colorado Springs". At the top, there is a "Personalize" button and a "First 1 of 8 Last" navigation bar. Below this is a table with the following columns: Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row of the table is highlighted, and the "Grade Roster" icon (highlighted with a red box) is visible in the left margin next to the class entry.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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**.

Faculty Center Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Spring 2022 CU Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ ACCT 2020 - 002 (14063) Change Class  
Introduction to Managerial Accounting (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

Instructor Grade Access: Post Grades  
Display Options

Grade Roster Type Final Grade  
 Display Unassigned Roster Grade Only

Grade Roster Action Grading Information/Deadline  
\*Approval Status Approved Posted  
(To change the Approval Status, select from the drop down and press **Save**)

**Request Grade 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 ▼

\*Select from the following term: Spring 2022 CU Colo Spring ▼

\*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: [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 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 in-progress grade-change request for this student in this class and you cannot submit another until it is completed.

Select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows Submit

Grade Change Roster Personalize Find First 1-34 of 34 Last

Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
<input type="checkbox"/>			B	A		In Review		
<input type="checkbox"/>			C	C		Ineligible		
<input type="checkbox"/>			B	B		Ineligible		
<input type="checkbox"/>			W			Ineligible		
<input checked="" type="checkbox"/>			C	C				
<input type="checkbox"/>			C+	C+		Ineligible		
<input type="checkbox"/>			C	C				
<input type="checkbox"/>			D	D		Ineligible		
<input type="checkbox"/>			D	D				
<input type="checkbox"/>			D	D				
<input type="checkbox"/>			C	C				
<input type="checkbox"/>			B+	B+				

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

Select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows Submit

Grade Change Roster Personalize Find First 1 of 1 Last

Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
<input checked="" type="checkbox"/>			C	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 Deselect All Only show Selected Reload Roster Hide Graded Rows Submit

Grade Change Roster Personalize Find First 1 of 1 Last

Select	Empl ID	Name	Official Grade	*Grade Input	Comments	Status	Date Submitted	Submitted By
<input checked="" type="checkbox"/>			C	B+	Student made up missed quiz/exam (quiz #5) which increased overall 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)

OK

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.

**Request Seq Nbr: 33151**

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

Select the Institution: CU Colorado Springs

Select from the following term: Spring 2022 CU Colo Springs

Select from the following class list: ACCT, 2020, 002 (14063)

\*Reason for Grade Change: Completed Work

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: [Change Submitted Grades](#)

Select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Submit another grade change request

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			C	B+		In Review	10/18/2023				

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**.

Select student(s) to change or enter a late grade

Select All Deselect All Only show Selected Reload Roster Hide Graded Rows

Submit another grade change request

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			C	B+		In Review	10/18/2023				

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 COLC000007 Database: HEPTST

Instructor: Request Seq Nbr: 33151

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

Add To Favorites Sign Out

## Proxy Initiator

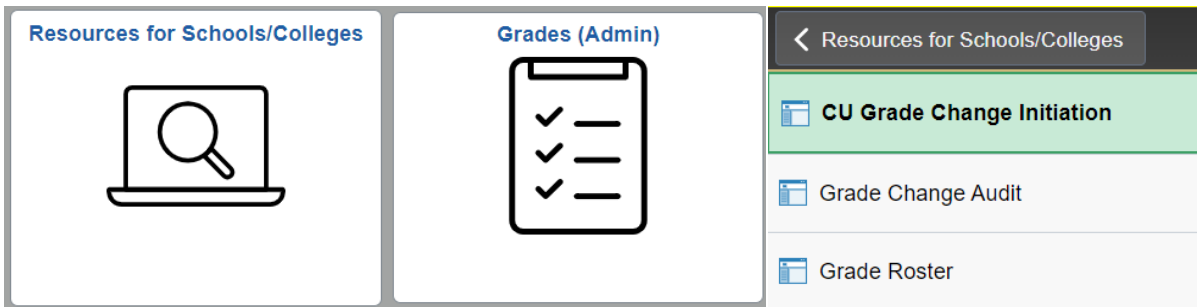
If you are designated as a proxy initiator for the class, you may only submit a grade-change request via Campus Solutions.

### Start in Student Records.

University of Colorado Menu Search in Menu

Student Records 1 of 6

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.

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.

**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.

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**.

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

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**.

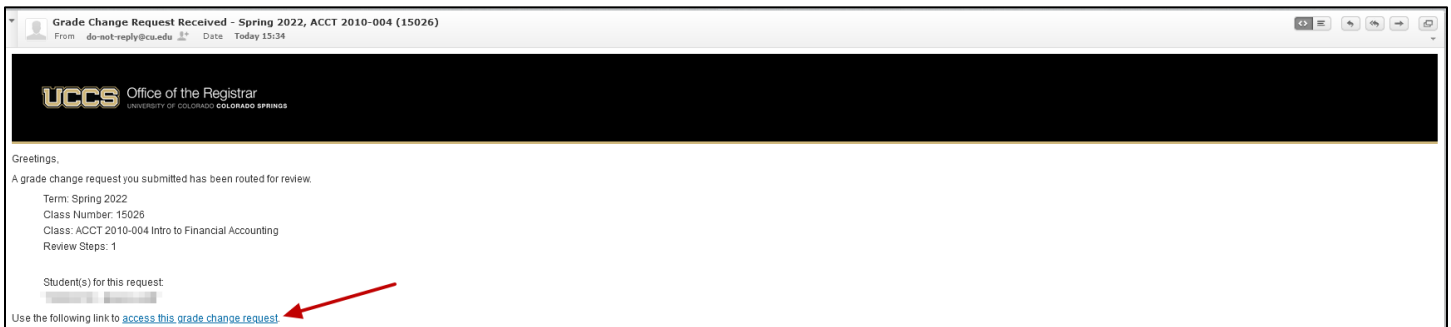
# Access the Grade-Change Request

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 [helpdesk@uccs.edu](mailto:helpdesk@uccs.edu) for technical assistance or [registrar@uccs.edu](mailto:registrar@uccs.edu) for grading advice. You can access the grade-change request in one of two ways.

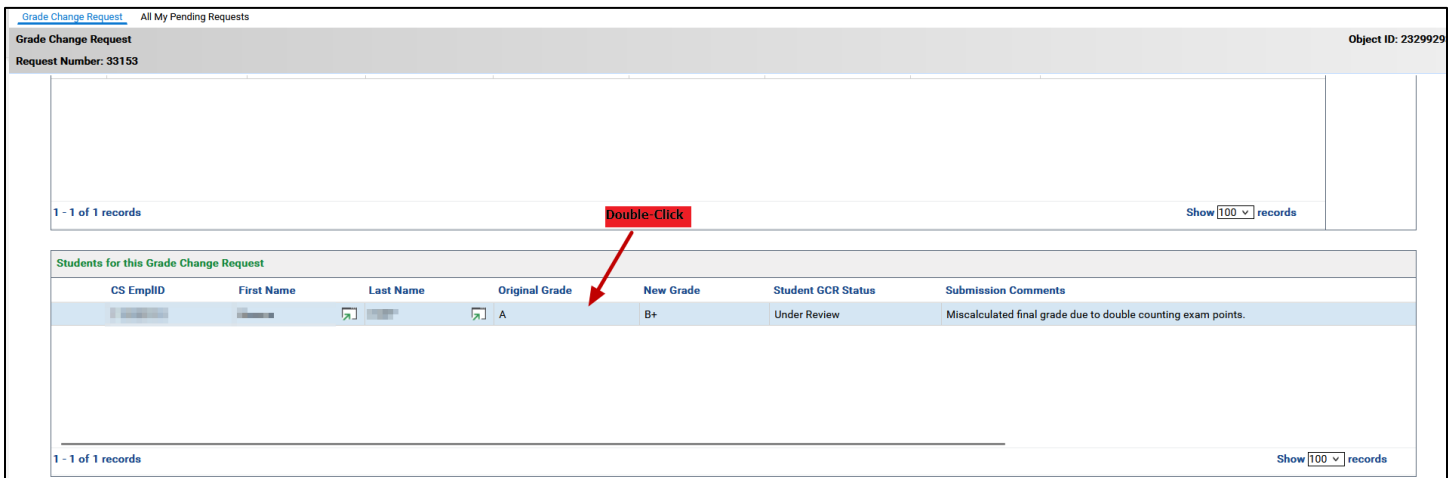
## How to Access & Check Status of the Grade-Change Request

### 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.



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.



Student Grade Change Request Object ID: 23299294

Request Number: 33153

Student Information		Class Information			
Student ID		Class Number	Term	Session	Institution
First Name	Last Name	15026	2221	C	CUSPG
		Subject	Catalog #	Section	
		ACCT	2010	004	
Course Title					
Intro to Financial Accounting					

Grading	
Original Grade	New Grade
A	B+

Review Steps for Request			
Step Number	Decision	Review Step Status	Review Completed By
1		Under Review	

Student Grade Change Request Object ID: 23299294

Request Number: 33153

Student Information		Class Information			
Student ID		Class Number	Term	Session	Institution
First Name	Last Name	15026	2221	C	CUSPG
		Subject	Catalog #	Section	
		ACCT	2010	004	
Course Title					
Intro to Financial Accounting					

Grading	
Original Grade	New Grade
A	B+

Review Steps for Request			
Step Number	Decision	Review Step Status	Review Completed By
1		Under Review	

Double Click

Student Grade Change Request Object ID: 23299294

Request Number: 33153

Student Information		Class Information			
Student ID		Class Number	Term	Session	Institution
First Name	Last Name	15026	2221	C	CUSPG
		Subject	Catalog #	Section	
		ACCT	2010	004	
Course Title					
Intro to Financial Accounting					

Grading	
Original Grade	New Grade
A	B+

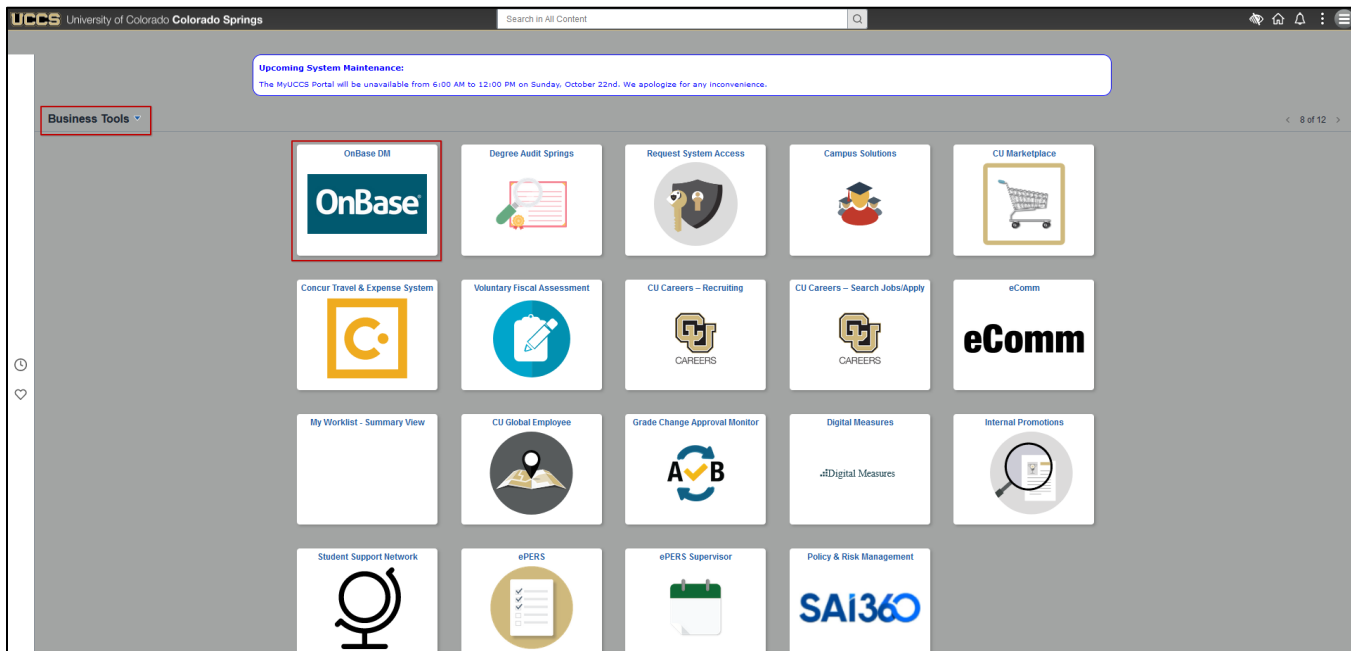
Review Steps for Request			
Step Number	Decision	Review Step Status	Review Completed By
1		Awaiting More Information	

1 - 1 of 1 records Show 100 records

Inquiries for this Student GCR					
Inquiry Status	Created Date	Reviewer Name	Reviewer Comment	Initiator Name	Initiator Comment
Notified	10/18/2023 4:48:36 PM		Please provide more information regarding ...		

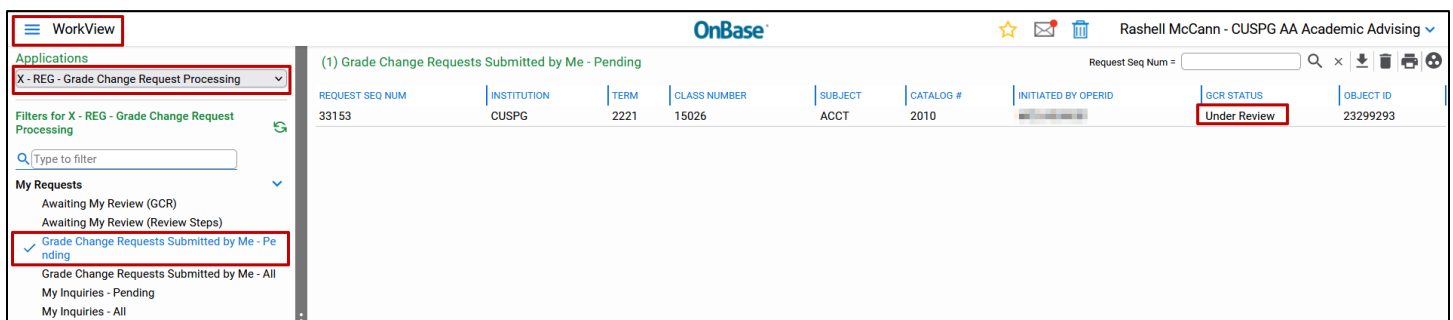
## Locate in OnBase

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.



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.

OnBase

Rashell McCann - CUSPG AA Academic Advising

(1) Grade Change Requests Submitted by Me - Pending

REQUEST SEQ NUM	INSTITUTION	TERM	CLASS NUMBER	SUBJECT	CATALOG #	INITIATED BY OPERID	GCR STATUS	OBJECT ID
33153	CUSPG	2221	15026	ACCT	2010		Under Review	23299293

Request Seq Num = [input] [search] [download] [print] [refresh]

Filters for X - REG - Grade Change Request Processing

My Requests

- Awaiting My Review (GCR)
- Awaiting My Review (Review Steps)
- Grade Change Requests Submitted by Me - Pending
- Grade Change Requests Submitted by Me - All
- My Inquiries - Pending
- My Inquiries - All

**Double Click**

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 Requests

Grade Change Request

Request Number: 33153

Object ID: 23299293

1 - 1 of 1 records

Show 100 records

**Students for this Grade Change Request**

CS EmplID	First Name	Last Name	Original Grade	New Grade	Student GCR Status	Submission Comments
[redacted]	[redacted]	[redacted]	A	B+	Under Review	Miscalculated final grade due to double counting exam poi

1 - 1 of 1 records

Show 100 records

**Double Click**

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.

Student Grade Change Request

Student Grade Change Request

Request Number: 33153

Object ID: 23299293

**Request Information**

Request Seq Num: 33153  
GCR Status: Under Review  
Student GCR Status: Under Review

**Submission Details**

Initiated By: [redacted] Initiated By OperID: [redacted]  
Reason: Miscalculation  
Submission Comments: Miscalculated final grade due to double counting exam points.

**Student Information**

Student ID: [redacted]  
First Name: [redacted] Last Name: [redacted]

**Class Information**

Class Number: 15026 Term: 2221 Session: C Institution: CUSPG  
Subject: ACCT Catalog #: 2010 Section: 004  
Course Title: Intro to Financial Accounting

**Grading**

Original Grade: A New Grade: B+

**Review Steps for Request**

Step Number	Decision	Review Step Status	Review Completed By
1		Awaiting More Information	[redacted]

1 - 1 of 1 records

Show 100 records

**Double Click**

**Review Step**  
Request Number: 33153

**Request Information**  
Request Seq Num: 33153  
GCR Status: Under Review  
Student GCR Status: Under Review

**Submission Details**  
Initiated By: [Redacted] Initiated by OperID: [Redacted]  
Reason: Miscalculation  
Submission Comments: Miscalculated final grade due to double counting exam points.

**Student Information**  
Student ID: [Redacted]  
First Name: [Redacted] Last Name: [Redacted]  
Original Grade: A New Grade: B+

**Class Information**  
Class Number: 13026 Term: 2221 Session: C Institution: CUSPG  
Subject: ACCT Catalog Number: 2010 Section: 004  
Course Title: Intro to Financial Accounting

**Review Details**  
Review Step Status: Awaiting More Information **Please input text here**  
Step: 1 of 1 Steps for Request: 1  
Reviewer(s) for This Review Step: [Redacted]

**Inquiries for Related Student Grade Change Request**

Inquiry Status	Created Date	Reviewer Name	Reviewer Comment	Initiator Name	Initiator Comment
Notified	10/16/2023 4:48:36 PM	[Redacted]	Please provide more information regarding...	[Redacted]	

1 - 1 of 1 records Show 100 records

## Cancel A Request

If, for any reason, you need to cancel a request you must do that in OnBase. Access and open the grade-change 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

(3) Grade Change Requests Submitted by Me - Pending

REQUEST SEQ NUM	INSTITUTION	TERM	CLASS NUMBER	SUBJECT	CATALOG #	INITIATED BY OPERID	GCR STATUS	OBJECT ID
33146	CUSPG	2221	14063	ACCT	2020	[Redacted]	Under Review	23299233
33151	CUSPG	2221	14063	ACCT	2020	[Redacted]	Under Review	23299283
33152	CUSPG	2221	14063	ACCT	2020	[Redacted]	Under Review	23299288

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.

Current Review Steps for Grade Change - Use the decision buttons to the right; changes will be saved automatically

Step Number	Decision	CS EmpID	First Name	Last Name	Original Grade	New Grade	Submission Comments
1		[Redacted]	[Redacted]	[Redacted]	C	B+	Student made up missed quiz/exam (quiz #5) which increased overall grade.

1 - 1 of 1 records Show 100 records

Cancel Req...

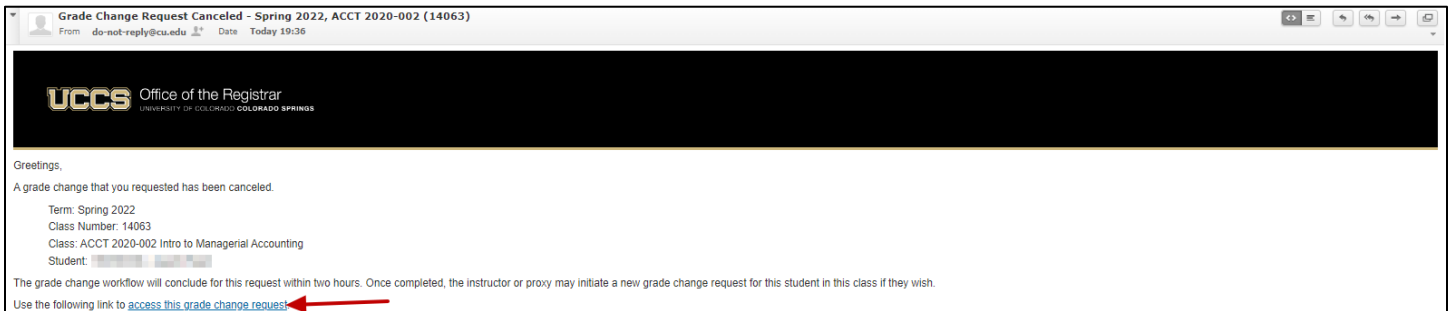
After you click Cancel Request, the form will repopulate, and you will see Cancelled under the **Decision** column of that same section. This confirms that the request has been cancelled. No further action is needed and you can close the window.

Current Review Steps for Grade Change - Use the decision buttons to the right; changes will be saved automatically

Step Number	Decision	CS EmplID	First Name	Last Name	Original Grade	New Grade	Submission Comments
1	Cancelled				C	B+	Student made up missed quiz/exam (quiz #5) which increased overall grade.

1 - 1 of 1 records Show 100 records

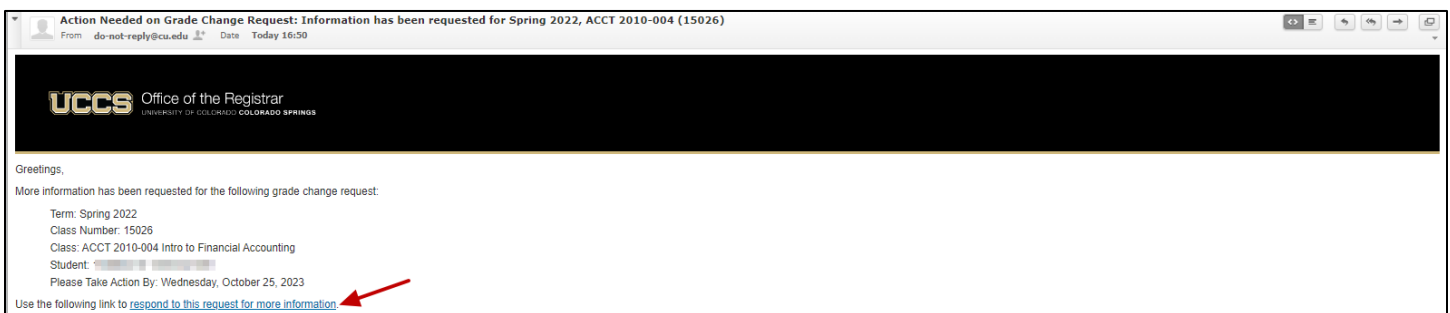
After a grade-change request that you submitted is cancelled (regardless of whether you cancelled the request or an approver cancelled the request), you should receive an email with the subject line: Grade Change Request Canceled - [Term Year, Subject Catalog-Section (Class Nbr)]. At the bottom of that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



## 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.

Inquiry

Enter your comments then use the Save button to the right. After saving, you can close the window.

**Request Information**

Request Seq Num	33153
GCR Status	Under Review
Student GCR Status	Under Review
Inquiry Status	Notified

**Original Submission Details**

Reason	Miscalculation
Original Submission Comments	Miscalculated final grade due to double counting exam points.

**Student Information**

Student ID	
First Name	
Last Name	

**Class Information**

Class Number	15026	Term	2221	Session	C	Institution	CUSPG
Subject	ACCT	Catalog #	2010	Section	004		
Course Title	Intro to Financial Accounting						

**Grading**

Original Grade	A	New Grade	B+
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**Request for Additional Information**

Grade Change Request Reviewer Requesting Info

Additional Information Requested

Please provide more information regarding why this grade change is being requested.

**Response**

Grade Change Request Initiator

Response/Additional Information\*

Enter response/additional details here, then save.

**Save Comments**

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.

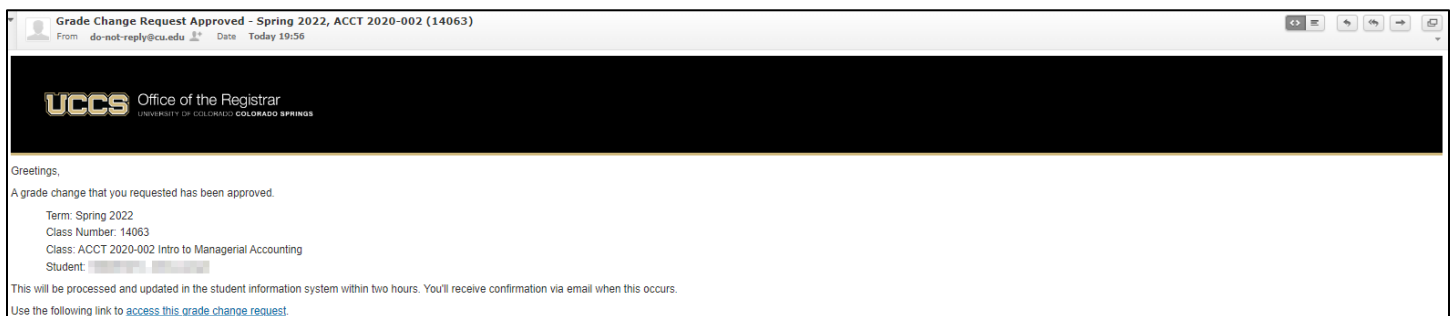
This grade-change request has been routed back to the approver and is still in the queue.

## 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..."

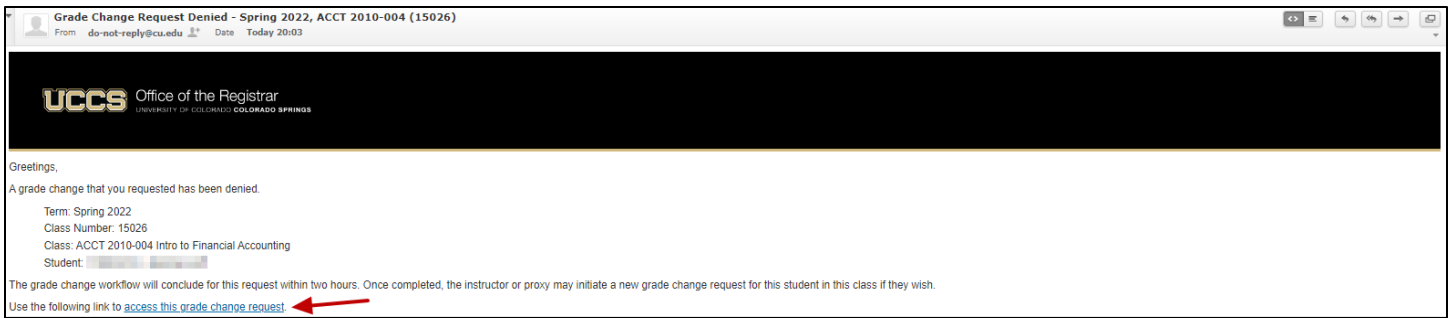
### Approve

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.



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