

# ONLINE OFFICIAL GRADE CHANGE FORM PROCEDURES

## Faculty Self Service Menu

- Click on **Grade Change Request - Official Form** link – link will be located in alpha order



The screenshot shows the 'Faculty Services' menu on the Austin Peay State University Web Self Service portal. The menu is titled 'Faculty and Advisors' and lists various services in alphabetical order. A black arrow points to the 'Grade Change Request - Official Form' link, which is the 14th item in the list. The browser's taskbar at the bottom shows 'Internet' and a zoom level of 150%.

**Austin Peay State University** WEB SELF SERVICE

Personal Information Student **Faculty Services** Employee Finance Financial Aid and Veterans Affairs Information Technology Requests

RETURN TO MENU SITE MAP HELP EXIT

### Faculty and Advisors

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- Student Information Menu
- Term Selection
- Academic Alert Roster
- Active Assignments
- Assignment History
- Class List With Pictures
- Class Schedule
- Class Schedule - Printable
- NEW!** Class Schedule - Winter Term
- Course Catalog
- CRN Selection
- Detail Class List
- Faculty Detail Schedule
- Final Grades
- Grade Change Request - Official Form ←
- Instructor Ungraded Courses
- Look Up Classes w/status
- Midterm Grades

Internet 150%

## Online Official Grade Change Form

Once you click on the **Grade Change Request – Official Form** link, please:

- Select Term – Select the term in which you wish to change a grade for a student
- Select a Class – Select the course for which you wish to complete a grade change for
  - Only classes that you taught during the term you selected will appear
  - The class roster will appear in order for you to select the student you wish to complete a grade change for

The screenshot shows the 'Official Grade Change Form' interface. At the top, there are navigation tabs: 'Personal Information', 'Faculty Services', 'Employee', and 'Online Forms/Requests'. Below the tabs is a search bar with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Official Grade Change Form'. A yellow horizontal line separates the heading from the instructions. The instructions state: 'This system is only available for classes taught during or after Fall 2007. Select the term below for the class and student you wish to update.' Below this, there is a 'Change Term:' label followed by a dropdown menu set to 'Fall Semester 2008'. An arrow points to this dropdown. Another instruction says: 'Select the class below for the student you wish to update.' Below this, there is a 'Select a Class:' label followed by a dropdown menu. The dropdown menu is open, showing a list of classes: '-- Select a Class --', '-- Select a Class --', 'APSU-1000-07J Liberal Arts Univ Life', 'CSCI-1010-06 Intro to Programming I', 'CSCI-4800-07A CSCI and INFO Systems Sem', 'CSCI-3020-W1 File Processing', 'CSCI-4920-88 Topics Computer Science', 'CSCI-3020-03 File Processing', 'CSCI-4400-W1 Principles Database Management', and 'CSCI-1010-W1 Intro to Programming I'. An arrow points to this dropdown menu. At the bottom left, there is a 'RELEASE: APSU 1.' label. At the bottom right, there is a 'powered by SUNGARD HIGHER EDUCATION' logo.

Personal Information Faculty Services Employee Online Forms/Requests

Search  Go SITE MAP HELP EXIT

### Official Grade Change Form

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**This system is only available for classes taught during or after Fall 2007.**  
Select the term below for the class and student you wish to update.

**Change Term:**  ←

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Select the class below for the student you wish to update.

**Select a Class:**  ←

RELEASE: APSU 1.

- APSU-1000-07J Liberal Arts Univ Life
- CSCI-1010-06 Intro to Programming I
- CSCI-4800-07A CSCI and INFO Systems Sem
- CSCI-3020-W1 File Processing
- CSCI-4920-88 Topics Computer Science
- CSCI-3020-03 File Processing
- CSCI-4400-W1 Principles Database Management
- CSCI-1010-W1 Intro to Programming I

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- Click on the **SELECT** button that corresponds with the student in which you wish to change the grade
  - NOTE – Grades cannot be changed for students who withdrew (W) from your class. Their status will show **Withdrawn**.
- Once you click on **SELECT**, you will get the **Update**

## Official Grade Change Form

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**This system is only available for classes taught during or after Fall 2007.**

Select the term below for the class and student you wish to update.

**Change Term:**

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Select the class below for the student you wish to update.

**Change Class:**

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Please select the student you wish to update

STUDENT NAME	STUDENT ID	Current Grade	
[REDACTED]	[REDACTED]	F	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	B	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	FA	<input type="button" value="SELECT"/> ←
[REDACTED]	[REDACTED]	FA	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	D	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	W	<input type="button" value="-Withdrawn-"/> ←
[REDACTED]	[REDACTED]	F	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	A	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	FA	<input type="button" value="SELECT"/>

\* Students with a \*VIEW\* button have an existing grade change request pending.

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### Check Status of Grade Change

**VIEW Button-** After instructors have submitted a grade change they may go back to the roster and click on the **VIEW** button to see the status of the grade change.

## Official Grade Change Form

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**This system is only available for classes taught during or after Fall 2007.**

Select the term below for the class and student you wish to update.

**Change Term:** Summer Session 2008

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Select the class below for the student you wish to update.

**Change Class:** CSCI-3300-13 Intro Web Development

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Please select the student you wish to update

STUDENT NAME	STUDENT ID	Current Grade	
[REDACTED]	[REDACTED]	C	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	B	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	A	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	B	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	B	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	B	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	C	<input type="button" value="*VIEW*"/>
[REDACTED]	[REDACTED]	A	<input type="button" value="SELECT"/>
[REDACTED]	[REDACTED]	A	<input type="button" value="SELECT"/>



\* Select a student to view the status of the grade change.

### Sample Screen Shot of VIEW to Check Grade Change Status

- Last approval date was November 13 (this would be the Chair's approval date since it is pending the Dean's approval)
- Show's Pending Dean's Approval

## Grade Change Submitted

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This student has an open grade change request pending.

### REQUEST DETAILS

<b>CONFIRMATION NUMBER</b>	49
<b>ORIGINAL REQUEST DATE</b>	November 13, 2009
<b>STUDENT ID</b>	██████████
<b>STUDENT NAME</b>	██████████
<b>TERM</b>	Fall Semester 2008
<b>COURSE</b>	File Processing CSCI-3020-W1
<b>PREVIOUS GRADE</b>	F
<b>PREVIOUS GRADE DATE</b>	December 15, 2008
<b>NEW GRADE</b>	W
<b>GRADE CHANGE REASON</b>	Other
<b>LATEST APPROVAL DATE</b>	November 13, 2009 ←
<b>REQUEST STATUS</b>	Pending Dean Approval
<b>INSTRUCTOR COMMENTS:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;">The reason I am requesting this grade change is...</div>

## Update Student

- Verify this is the correct student
- **New Grade** – Enter the student's new grade
- **Grade Change Reason** – Select either **Instructor Correction** or **Other**
- **Instructor Comments** – This field is required. Enter explanation for grade change (this is where you will enter information you want approvers to consider when approving your request for the grade change).
- Click on **Clear** to clear the form or **Submit** to submit the grade change

## Update Student

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<b>Student and Class Information</b>		<b>Term:</b> Fall Semester 2008			
<b>STUDENT ID</b> [REDACTED]	<b>STUDENT NAME</b> [REDACTED]	<b>SUBJECT</b> CSCI	<b>COURSE</b> 3020	<b>SECTION</b> W1	<b>CLASS TITLE</b> File Processing
<b>Grade Date</b> December 15, 2008	<b>Current Grade:</b> F	<b>New Grade:</b> [v]	<b>Grade Change Reason:</b> -- Select a Reason -- [v]		
<b>Instructor Comments</b>		<div style="border: 1px solid #ccc; height: 40px;"></div>			
		<input type="button" value="CLEAR"/> <input type="button" value="SUBMIT"/>			

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## Sample of Completed Grade Change Form

- Prior to being submitted by instructor

## Update Student

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<b>Student and Class Information</b>		<b>Term:</b> Fall Semester 2008			
<b>STUDENT ID</b> [REDACTED]	<b>STUDENT NAME</b> [REDACTED]	<b>SUBJECT</b> CSCI	<b>COURSE</b> 3020	<b>SECTION</b> W1	<b>CLASS TITLE</b> File Processing
<b>Grade Date</b> December 15, 2008	<b>Current Grade:</b> F	<b>New Grade:</b> W [v]	<b>Grade Change Reason:</b> Other [v]		
<b>Instructor Comments</b>		<div style="border: 1px solid #ccc; height: 40px; padding: 2px;">The reason I am requesting this grade change is...</div>			
		<input type="button" value="CLEAR"/> <input type="button" value="SUBMIT"/>			

**Confirm Request** – This will show you a summary of the grade change prior to it being officially submitted.

**Buttons at Bottom of Form – Please Select One**

- **Go Back** – Select if you wish to go back to previous page
- **Confirm** – Select to confirm the information is correct and you wish to submit the grade change
- **Cancel** – Select if you wish to cancel the grade change

## Confirm Request

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**REQUEST DETAILS**

**STUDENT ID** [REDACTED]  
**STUDENT NAME** [REDACTED]  
**TERM** Fall Semester 2008  
**COURSE** File Processing  
CSCI-3020-W1

**CURRENT GRADE** F  
**CURRENT GRADE DATE** December 15, 2008

**NEW GRADE** W  
**GRADE CHANGE REASON:** Other

**INSTRUCTOR COMMENTS:**

The reason I am requesting this grade change is...

**Grade Change Submitted** – Once you have selected **Submit** the request will show the following **Request Details** of the grade change submitted

- **CONFIRMATION NUMBER** – This is the number the request will be given and can be referenced when a grade change is submitted. Each grade change will have a unique Confirmation Number
- **ORIGINAL REQUEST DATE**-This is the date your request was first submitted
- **STUDENT ID** – Student’s Banner ID
- **STUDENT NAME** – Student’s name as it appears in BANNER
- **TERM** – Term for which the grade change was submitted
- **COURSE** – Course in which the grade change was submitted
- **PREVIOUS GRADE** – Grade that instructor wishes to change
- **PREVIOUS GRADE DATE** – Date previous grade was recorded (this date will be reflective of end of term processing when final grades are rolled to history – usually the day final grades are due)
- **NEW GRADE** – new grade submitted online
- **GRADE CHANGE REASON** – Reason selected for grade change
- **LATEST APPROVAL DATE** – Date of latest approval
- **REQUEST STATUS** – This will indicate the status of the grade change request (Submitted, Pending Chair Approval, Pending Dean Approval, Pending Provost Approval, Pending Registrar Processing)
- **INSTRUCTOR COMMENTS** – Comments submitted with the grade change by the instructor

## Grade Change Submitted

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Request successfully submitted.

### REQUEST DETAILS

<b>CONFIRMATION NUMBER</b>	49
<b>ORIGINAL REQUEST DATE</b>	November 13, 2009
<b>STUDENT ID</b>	██████████
<b>STUDENT NAME</b>	██████████ ██████████
<b>TERM</b>	Fall Semester 2008
<b>COURSE</b>	File Processing CSCI-3020-W1
<b>PREVIOUS GRADE</b>	F
<b>PREVIOUS GRADE DATE</b>	December 15, 2008
<b>NEW GRADE</b>	W
<b>GRADE CHANGE REASON</b>	Other
<b>LATEST APPROVAL DATE</b>	N/A
<b>REQUEST STATUS</b>	Submitted

**INSTRUCTOR COMMENTS:**

The reason I am requesting this grade change is...



### HISTORY Button – After Grade Change


- Access roster the same way you did to submit a grade change
- Click on HISTORY button to view the history of the grade change

## Official Grade Change Form

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**This system is only available for classes taught during or after Fall 2007.**

Select the term below for the class and student you wish to update.

**Change Term:**  



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Select the class below for the student you wish to update.

**Change Class:**  

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Please select the student you wish to update

STUDENT NAME	STUDENT ID	Current Grade	
		W	<input type="button" value="-Withdrawn-"/> <input type="button" value="*HISTORY*"/>
		B	<input type="button" value="SELECT"/>
		FA	<input type="button" value="SELECT"/>
		FA	<input type="button" value="SELECT"/>
		D	<input type="button" value="SELECT"/>
		W	<input type="button" value="-Withdrawn-"/>
		F	<input type="button" value="SELECT"/>
		A	<input type="button" value="SELECT"/>
		FA	<input type="button" value="SELECT"/>

## Approved Grade Change Request View

- If **Approved** e-mails will be sent to the instructor and student informing them of the approvals.

## Grade Change Submitted

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This request has been completed

### REQUEST DETAILS

**CONFIRMATION NUMBER** 49  
**ORIGINAL REQUEST DATE** November 13, 2009

**STUDENT ID** ██████████  
**STUDENT NAME** ██████ ██████  
**TERM** Fall Semester 2008  
**COURSE** File Processing  
CSCI-3020-W1

**PREVIOUS GRADE** F  
**PREVIOUS GRADE DATE** December 15, 2008

**NEW GRADE** W  
**GRADE CHANGE REASON** Other

**REQUEST STATUS** Approved  
**COMPLETED DATE** November 13, 2009

**INSTRUCTOR COMMENTS:**

The reason I am requesting this grade change is...

## Denied Grade Change Request View

- If **Denied** at any level, an e-mail will be sent to all those it has passed through for approval stating who denied it and why. Students will receive only an e-mail stating it has been denied and directing them to the instructor for any questions.

## Grade Change Submitted

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This request has been completed

### REQUEST DETAILS

<b>CONFIRMATION NUMBER</b>	51
<b>ORIGINAL REQUEST DATE</b>	November 13, 2009
<b>STUDENT ID</b>	[REDACTED]
<b>STUDENT NAME</b>	[REDACTED]
<b>TERM</b>	Fall Semester 2008
<b>COURSE</b>	File Processing CSCI-3020-W1
<b>PREVIOUS GRADE</b>	B
<b>PREVIOUS GRADE DATE</b>	December 15, 2008
<b>NEW GRADE</b>	A
<b>GRADE CHANGE REASON</b>	Instructor Correction
<b>REQUEST STATUS</b>	Denied by Dept Chair
<b>COMPLETED DATE</b>	November 13, 2009

**INSTRUCTOR COMMENTS:**