

ONLINE OFFICIAL GRADE CHANGE FORM PROCEDURES

Faculty/Advisor Web Self Service

- Select the Faculty/Advisor Web Self Service Tab



Faculty Services Menu

- Click on Grade Change Request-Official Form Link

Faculty Services

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header (Alt-M) depending on your role at the institution:

Faculty Links

Faculty Grade Entry
Class List
Faculty Week at a Glance
Detail Schedule
Grade Change Request
Course Catalog
Class Schedule

Advising Links

Search for Student
Clear Student for Registration
Degree Works
Add Student to Degree Works
Course Choice Counts
Registration History
Student Week At A Glance
Transfer Course Equivalencies
Transfer Evaluations
Schedule Planner Faculty View
Schedule Planner Advisor Mode

Other Links

Course Dog
Curriculum
Watermark
Argos

If you have any questions, please email the Registrar.



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

Personal Information **Faculty Services** Employee Online Forms/Requests

Search SITE MAP HELP EXIT

Official Grade Change Form

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:

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

Select a Class:

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- CSCI-1010-06 Intro to Programming I
- CSCI-4800-07A CSCI and INFO Systems Sem
- CSCI-3920-W1 File Processing
- CSCI-4920-88 Topics Computer Science
- CSCI-3920-03 File Processing
- CSCI-4400-W1 Principles Database Management
- CSCI-1010-W1 Intro to Programming I

- 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 Their status will show **Withdrawn**.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

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: 

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

Change Class: 

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.

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

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

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

Change Class: CSCI-3300-13 Intro Web Development

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"/>

←

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

This student has an open grade change request pending.

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
LATEST APPROVAL DATE	November 13, 2009 ←
REQUEST STATUS	Pending Dean Approval

INSTRUCTOR COMMENTS:

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

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

Student and Class Information		Term: Fall Semester 2008			
STUDENT ID [REDACTED]	STUDENT NAME [REDACTED]	SUBJECT CSCI	COURSE 3020	SECTION W1	CLASS TITLE File Processing
Grade Date December 15, 2008	Current Grade: F	New Grade: [v]	Grade Change Reason: -- Select a Reason -- [v]		
Instructor Comments		<div style="border: 1px solid gray; 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

Student and Class Information		Term: Fall Semester 2008			
STUDENT ID [REDACTED]	STUDENT NAME [REDACTED]	SUBJECT CSCI	COURSE 3020	SECTION W1	CLASS TITLE File Processing
Grade Date December 15, 2008	Current Grade: F	New Grade: W [v]	Grade Change Reason: Other [v]		
Instructor Comments		<div style="border: 1px solid gray; padding: 5px;">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

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

Request successfully submitted.

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
LATEST APPROVAL DATE	N/A
REQUEST STATUS	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

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:

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

Change Class:

Please select the student you wish to update

STUDENT NAME	STUDENT ID	Current Grade	
[REDACTED]	[REDACTED]	W	<input type="button" value="-Withdrawn-"/> <input type="button" value="*HISTORY*"/>
[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"/>

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

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

This request has been completed

REQUEST DETAILS

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

INSTRUCTOR COMMENTS: