ONLINE GRADE CHANGE WORKFLOW MANUAL

Instructions to submit a Grade Change Request from Approval and Posting

Online Grade Change Workflow

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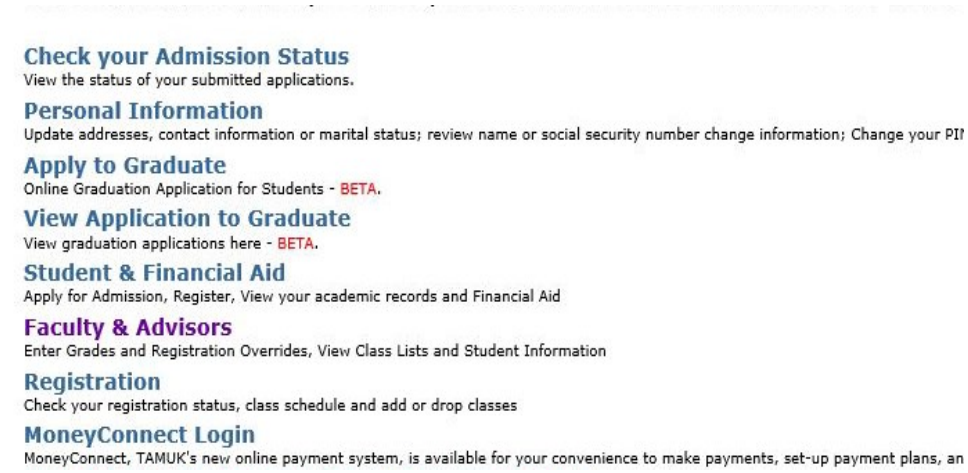
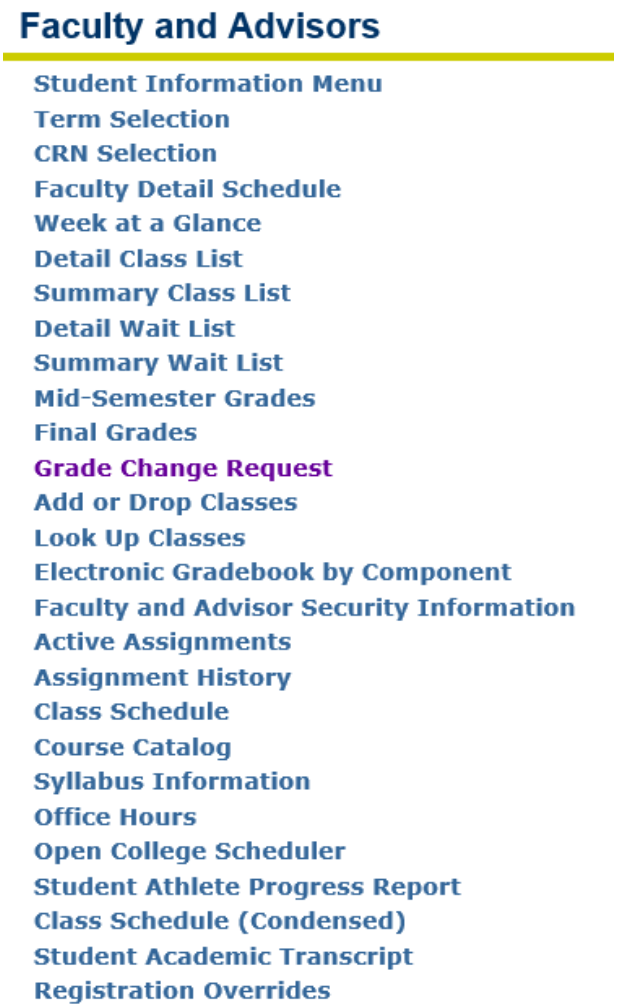
STEP 1: BLUE AND GOLD

1 A. Select Faculty and Advisors

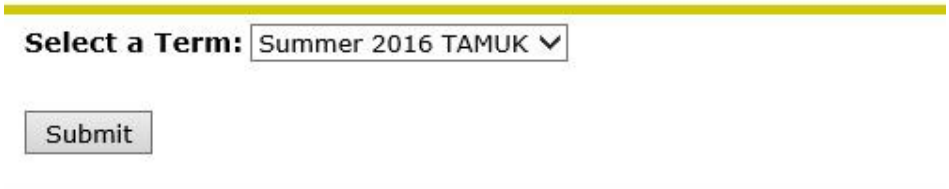


1 B. Select Grade Change Request



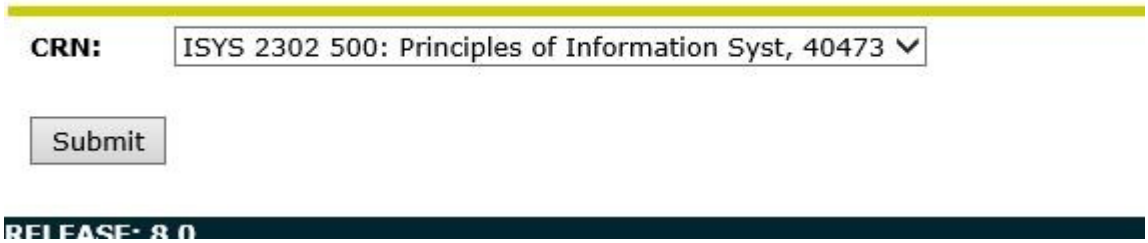
STEP 2: SELECT TERM

2 A. Use the Drop Down to select the Term for the grade you wish to change.
2 B. Then click Submit



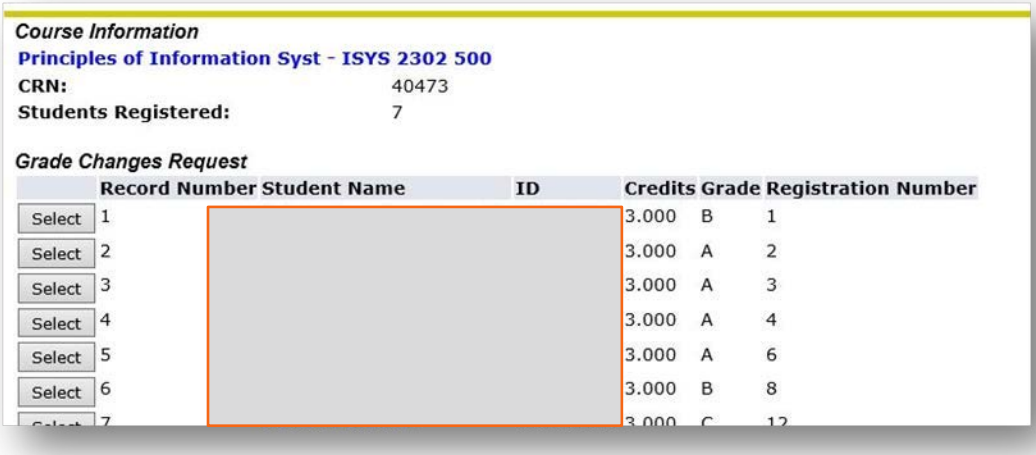
STEP 3: SELECT COURSE

3 A. Use the Drop Down to select the course for the grade you wish to change.
3 B. Then click Submit



STEP 4: SELECT STUDENT

4A. Click Select next to the student whose grade you wish to change.



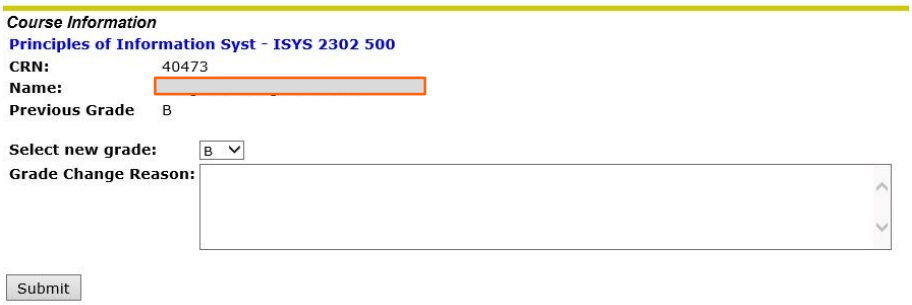
STEP 5: CHANGE GRADE AND SUBMIT

5A. Click on the Drop Down to choose the new grade.

5B. Describe the reason for changing the grade

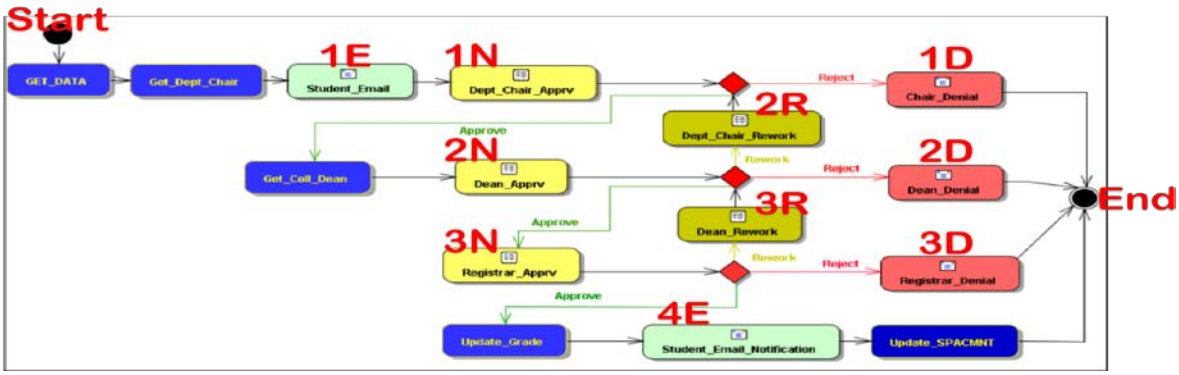
5C. Click Submit to start the workflow and forward for approvals.

1. Department Chair 2. Dean 3. Registrar



WORKFLOW MAP

Below is the workflow you will see in Banner Workflow Login. The notifications and emails are labeled for use in this document for description and identification purposes.

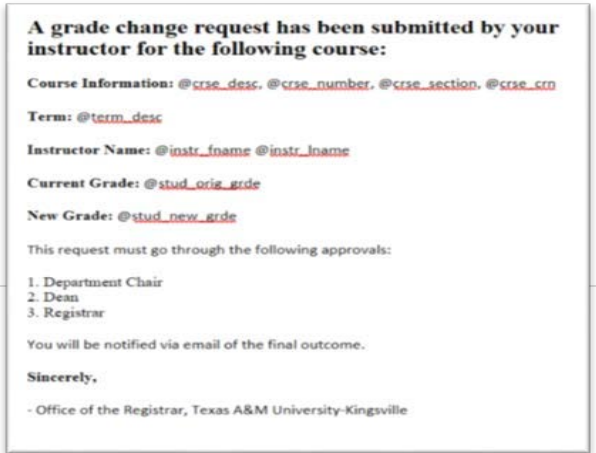


PHASE 1 NOTIFICATIONS AND E-MAILS

When the workflow begins in Blue and Gold it sends the data to Banner Workflow and then looks for the Department Chair of the Instructor who submitted the request.

- **1E – Student_Email**

This email notifies the student of the grade change submission.



A grade change request has been submitted by your instructor for the following course:

Course Information: @crse_desc, @crse_number, @crse_section, @crse_crn

Term: @term_desc

Instructor Name: @instr_fname @instr_lname

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

This request must go through the following approvals:

1. Department Chair
2. Dean
3. Registrar

You will be notified via email of the final outcome.

Sincerely,

- Office of the Registrar, Texas A&M University-Kingsville

➢ 1N- DEPARTMENT CHAIR IS NOTIFIED

The Department Chair gets a notification and a link to the workflow.

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

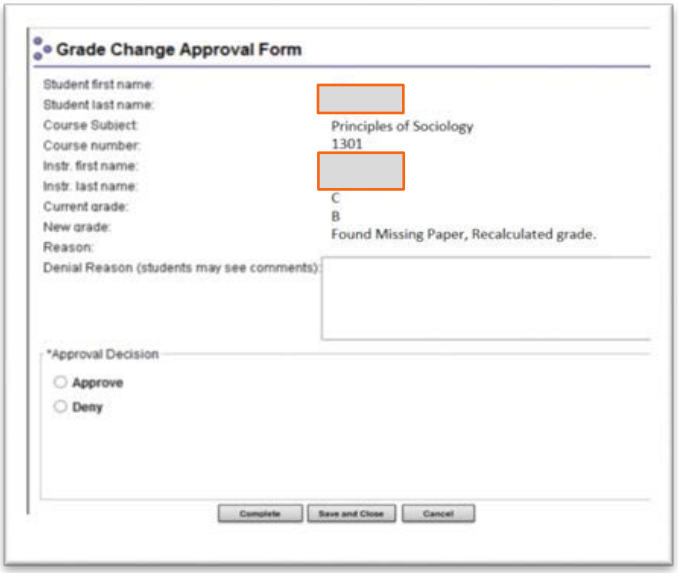
Course Information: @crse_desc, @crse_number, @crse_section,@crse_crn

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Click here to approve or deny.



Department Chair Instructions

Approve

1. Click Approve
2. Click COMPLETE

Deny

1. Complete Denial Reason (This will be sent to the Student)
2. Click Deny
3. Click COMPLETE (Save and Close will not send it on, it lets you save the workflow comments and come back to it)
4. Student and Instructor Receive e-mail. The workflow has ended.

From:	noreply@tamuk.edu
To:	@student_email
CC:	@instr_email
Subject:	Grade Change Request has been denied for @stud_first_name @stud_last_name

Your grade change has been denied by the Department Chair

Course Information: @crse_desc, @crse_number, @crse_crn

Term: @term_desc

Reason: @chr_denial_rsn

Please contact your instructor @instr_fname @instr_lname for more information.

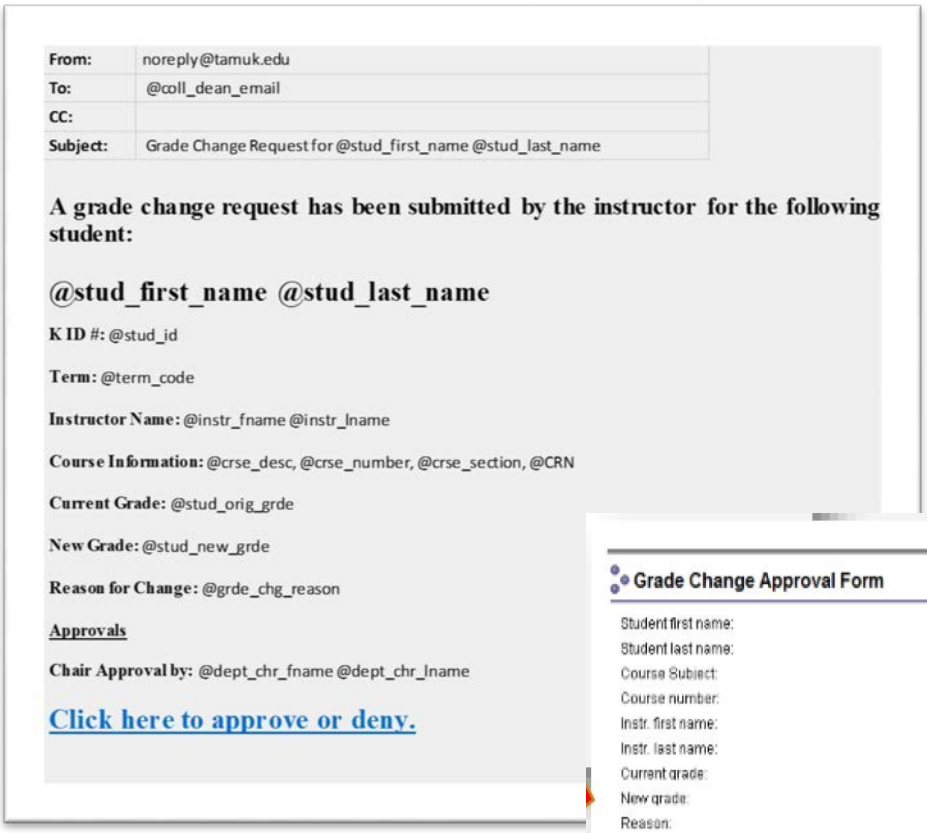
- Office of the Registrar, Texas A&M University-Kingsville

PHASE 2-DEAN LEVEL NOTIFICATIONS AND E-MAILS

Phase 2 captures the Dean's notification and e-mails. If the Department Chair Approves, then the next phase is triggered in workflow.

- 2N-DEAN NOTIFICATION

The Dean will receive an e-mail:



From:	noreply@tamuk.edu
To:	@coll_dean_email
CC:	
Subject:	Grade Change Request for @stud_first_name @stud_last_name

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Term: @term_code

Instructor Name: @instr_fname @instr_lname

Course Information: @crse_desc, @crse_number, @crse_section, @CRN

Current Grade: @stud_orig_grde

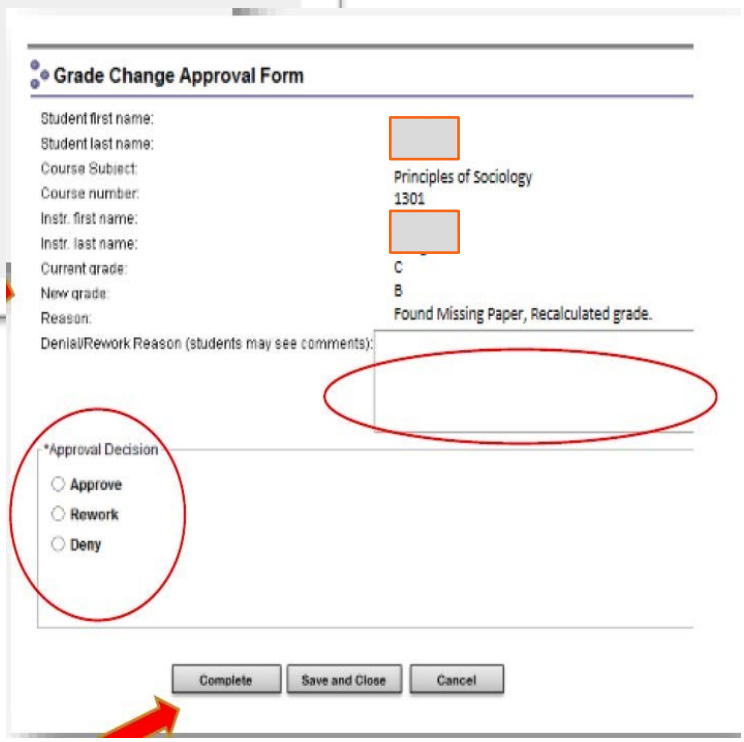
New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Approvals

Chair Approval by: @dept_chr_fname @dept_chr_lname

Click here to approve or deny.



Grade Change Approval Form

Student first name:
Student last name:
Course Subject: Principles of Sociology
Course number: 1301
Instr. first name:
Instr. last name:
Current grade: C
New grade: B
Reason: Found Missing Paper, Recalculated grade.
Denial/Rework Reason (students may see comments):

*Approval Decision
- Approve
- Rework
- Deny

Complete | Save and Close | Cancel

Dean Instructions

Approve

1. Click Approve
2. Click COMPLETE
3. Workflow Proceeds to Phase 3.

Dean Instructions

Rework

1. Fill out Denial/Rework reason. (This is sent to the Department Chair)
2. Click the Rework Button.
3. Click Complete. This sends the workflow back to Phase 1.

From:	noreply@tamuk.edu
To:	@dept_chair_email
CC:	
Subject:	Insufficient Justification of Grade Change for @stud_first_name @stud_last_name

The Dean has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section,@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Dean: @Dean_Comments

Please resubmit Grade Change Request.

If you need further information please contact @coll_dean_fname @coll_dean_lname.

Dean Instructions

Deny

1. Complete Denial reason (this is sent to the Student)
2. Click Deny.
3. Click Complete. (Save and close will not send it on, it lets you save the workflow comments and come back to it)
4. Student and Instructor receive e-mail 2D and workflow ends.

From:	noreply@tamuk.edu
To:	@student_email
CC:	@instr_email
Subject:	Grade Change Request has been denied for @stud_first_name @stud_last_name

The grade change has been denied.

Course Information: @crse_desc, @crse_number, @crse_crn

Term: @term_desc

Reason: @dean_commts

Please contact your instructor @instr_fname @instr_lname for more information.

- Office of the Registrar, Texas A&M University-Kingsville

PHASE 3-REGISTRAR NOTIFICATIONS AND E-MAILS

Phase 3 captures the Registrar's Notification and e-mails. If the Registrar approves, then the Student is notified of the change and the Grade in Banner is changed.

- 3N-REGISTRAR EMAIL

The Registrar will receive an e-mail.

From: noreply@tamuk.edu **To:** @registrar_email (role)
CC:
Subject: Grade Change Request for @stud_first_name @stud_last_name

A grade change request has been submitted by the instructor for the following student:

@stud_first_name @stud_last_name

K ID #: @stud_id

Term: @term_code

Instructor Name:@instr_fname @instr_lname

Course Information:@crse_desc, @crse_number, @crse_section, @CRN

Current Grade: @stud_orig_grde

New Grade:@stud_new_grde

Reason for Change: @grde_chg_reason

Approvals

Chair Approval by: @dept_chr_fname @dept_chr_lname

Dean Approval by: @dean_fname @dean_lname

Click here to approve or deny.

Registrar Instructions

Approve

1. Click Approve
2. Click COMPLETE
3. Workflow proceeds to Phase 4.

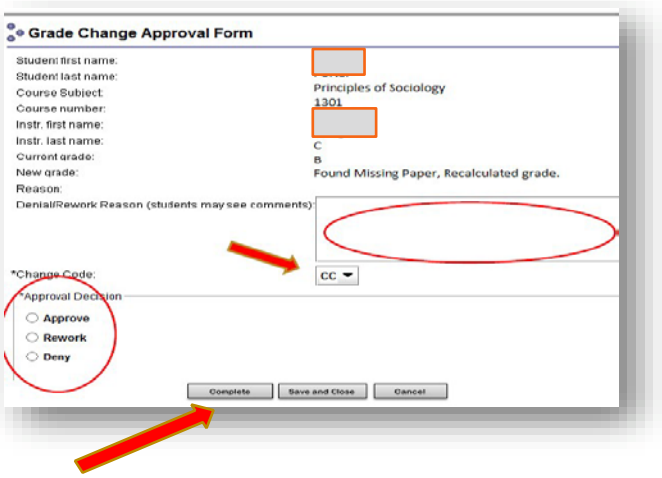
Rework

1. Fill our Denial/Rework reason (this is sent to the Department Chair).

2. Click Rework
3. Click COMPLETE
4. Workflow proceeds back to Phase 2.

<u>Deny</u>

1. Complete Denial reason (this is sent to the Student).
2. Click Deny
3. Click COMPLETE
4. Student and Instructor receive email and workflow ends.



3R

From:	@registrar_email
To:	@dean_email
CC:	
Subject:	Insufficient Justification of Grade Change for @stud_first_name @stud_last_name

The Registrar has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section,@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Registrar: @Registrar_Comments

Please correct and reapprove this Grade Change Request.

If you need further information please contact the Registrar.

Sincerely,

- Office of the Registrar, Texas A&M University-Kingsville

3D

From:	noreply@tamuk.edu
To:	@dept_chair_email
CC:	
Subject:	Insufficient Justification of Grade Change for @stud_first_name @stud_last_name

The Dean has found insufficient justification to approve Grade Change Request for:

Student: @stud_first_name @stud_last_name

K ID #: @stud_id

Instructor Name: @instr_fname @instr_lname

Term: @term_code

Course Information: @crse_desc, @crse_number, @crse_section,@CRN

Current Grade: @stud_orig_grde

New Grade: @stud_new_grde

Reason for Change: @grde_chg_reason

Comment By Dean: @Dean_Comments

Please resubmit Grade Change Request.

If you need further information please contact @coll_dean_fname @coll_dean_lname.

PHASE 4-GRADE CHANGE NOTIFICATION

Phase 4 sends notification to the Student and the Instructor that the grade change has been approved. This ends the workflow and grade and comments are stored in Banner.

From:	noreply@tamuk.edu
To:	@student_email
CC:	@instr_email
Subject:	Change of Grade Request Processed for @crse_desc, @crse_number

Your grade has been changed from @stud_orig_grde to @stud_new_grde in @crse_subj, @crse_number for @term_desc

If you have any questions please contact your instructor @instruct_fname @instruct_lname

Thank You,

- Office of the Registrar, Texas A&M University-Kingsville