

Change of Grade .NET

Introducing Change of Grade Login

Same as your
password to
log into your
computer

*Net ID:

* Password:

Logon

[Forgot Password?](#)

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Introducing Change of Grade Task Selection

Change of Grade				
	Home	Submit Grade Change Request	Review Grade Change Requests	

Change of Grade Utilities



Submit Grade Change Request



Review Requests



Help

Submit a Grade Change Request

TEXAS★STATE

Welcome | Logout

Grade Change Request

Home

Submit Grade Change Request

Review Grade Change Requests

Enter Student ID number (A#)

Grade Change Request

Select Student

Enter Student ID: A0

Continue

Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Grade Change Request

Home

Submit Grade Change Request

Review Grade Change Requests

Grade Change Request

Select Term

Student Name: [Redacted]

Student Id: A0 [Redacted]

Term: Select Term

- Select Term
- Fall 2012
- Spring 2013
- Fall 2013
- Spring 2014
- Fall 2014

Back

Continue

Grade Change Request

Home

Submit Grade Change Request

Review Grade Change Requests

Grade Change Request

Select Course

Instructors see courses they taught for that student

Chairs/Department Assistants see courses student took within the department

Deans/College Assistants will see all student's courses

Student Id: A0

Student Name:

Instructor NetId:

Instructor Name:

Term: 201410

Click SELECT to change grade. If the status is Pending changes, you cannot make edits to the request.

	Course Name	Course Section	Course Title	Course # (CRN)	Instructor	Course Grade	
Select	ECO 2301	001	PRINCIPLES OF ECO	13174	Bishop		-

Back

Grade Change Request

- Home
- Submit Grade Change Request
- Review Grade Change Requests

Grade Change Request

Enter Change Request

Student Id:A
Student Name:
Instructor NetId:sb
Instructor Name:Sh
Term:201410
Course:ECO 2301 (001) - PRINCIPLES OF ECO

Change Grade From: Change Grade To: - Select -
Approvals Required: 1 ☒ Instructor ☒ Chair ☒ Dean

Reason for Request: 1 Select
Miscalculated grade
Re-calculated grade
Entry error during grade submission
Extenuating circumstances
Student submitted final work
Successful appeal to the Dean
Submission of extra-credit work
Completion of course requirements
Add or remove credit for thesis / dissertation
Other

Cancel

- Select -
- A
- B
- C
- CR
- D
- F
- I
- U

Select the persons who will need to approve this request

Course:US 1100 (075) - UNIVERSITY SEMINAR

Change Grade From:A

Change Grade To:- Select -

Approvals Required: ☒ Instructor ☒ Chair ☒ Dean

Reason for Request:

A
B
C
CR
D
F
I
U

Cancel

Submit

Enter the reason why a grade change is being requested

Change Grade From:A

Change Grade To: - Select - ▼

Approvals Required: ☒ Instructor ☒ Chair ☒ Dean

Reason for Request:

Select

Miscalculated grade

Re-calculated grade

Entry error during grade submission

Extenuating circumstances

Student submitted final work

Successful appeal to the Dean

Submission of extra-credit work

Completion of course requirements

Add or remove credit for thesis / dissertation

Other

Cancel

For Admin
Assistants
process
ends here.

Approve/Deny Request – Instructor, Chair, Dean

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Welcome Bishop, Sherwood | Logout

Grade Change Request

Home Submit Grade Change Request Review Grade Change Requests

Approve or Deny Request

☐ Approve Request

☒ Deny Request

Denial Reason:

Select

Select

Not enough information given

Student has not earned grade change

Comments:

Submit

Grade Change Request

[Home](#)

[Submit Grade Change Request](#)

[Review Grade Change Requests](#)

Grade Change Request



Grade Change request submitted

Review Pending Requests – Instructor, Chair, Dean

TEXAS STATE

Welcome Jewell, Todd | Logout

Grade Change Request

Select a status to limit grid results to selected status, Selecting "Any" will show all records

me

Submit Grade Change Request

Review Grade Change Requests

Show items with status: Any

	Status	Course Term	Instructor	Student ID	Student Name	Course # (CRN)	Course Name	Course Section	Current Grade	Requested Grade	
Approve/Deny	Submitted to Chair	201410	St	A0		13174	ECO 2301	001			Details
	Submitted to Dean	201410	St	A0		13174	ECO 2301	001			Details
	Submitted to Dean	201410	St	A0		13174	ECO 2301	001			Details

- Any
- Any

Submitted to Instructor

Submitted to Chair

Submitted to Dean

Submitted to Graduate Office

Submitted to Registrar's Office

Grade Changed in Banner

Grade Not Changed in Banner

Request Denied

Reason for Request: Student argues that she should have received an A on the final, which would make her grade for the course also an A.

User	Name	Updated On	Change Made	Comments
1 }	§	11/19/2015 6:16:44 PM	Submitted to Instructor	
1 }	§	11/19/2015 6:19:31 PM	Approved by Instructor	Re-graded student's final and re-calculated her grade. Grade for course is now an A.
1 }	§	11/19/2015 6:19:38 PM	Submitted to Chair	

[Home](#)
[Submit Grade Change Request](#)
[Review Grade Change Requests](#)

Request for Review			
	Status	Course Term	Instructor
Approve/Deny	Submitted to Chair	201410	Sherwood Bishop
	Submitted to Dean	201410	Sherwood Bishop
	Submitted to Dean	201410	Sherwood Bishop
Reason for Request: Student argues that she should have received			
User	Name	Updated On	C
sb38	Sherwood Bishop	11/19/2015 6:16:44 PM	S
sb38	Sherwood Bishop	11/19/2015 6:19:31 PM	A
sb38	Sherwood Bishop	11/19/2015 6:19:38 PM	S
rtj14	Robert Jewell	11/20/2015 10:22:51 AM	A
rtj14	Robert Jewell	11/20/2015 10:22:51 AM	S
<div>Hide Details</div>			

Approve or Deny Request

Student: [REDACTED] - ID: A0[REDACTED]

☒ Approve Request

☐ Deny Request

Comments: i

Reviewed and approved

Submit

[illegible]

Click on **Details**
to see **Reason**
for Request and
Comments

System Emails

- **Student is emailed when a request is denied or Office of the University Registrar makes a grade change.**
 - Denial reason (from dropdown) is included, but not comments.
- **Instructor, Chair, and Dean receive emails when there is a request pending their review.**
 - Only one email sent; sent daily.
 - If pending for 5 business days, email sent to next person in review workflow.
- **Original requestor emailed if Office of the University Registrar cannot process request.**

Administrative Assistants

- Office of the University Registrar needs to know which Administrative Assistants will need access to the system.
- System can handle multiple assistants per department and college
- Administrative Assistants can SUBMIT and VIEW REQUESTS, but cannot approve/deny

Substitutions

- Office of the University Registrar can manage substitutions for Chairs and Deans.
- Examples:
 - There is an interim Chair not noted in SAP
 - The Associate Dean reviews grade change requests instead of Dean

Questions??

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