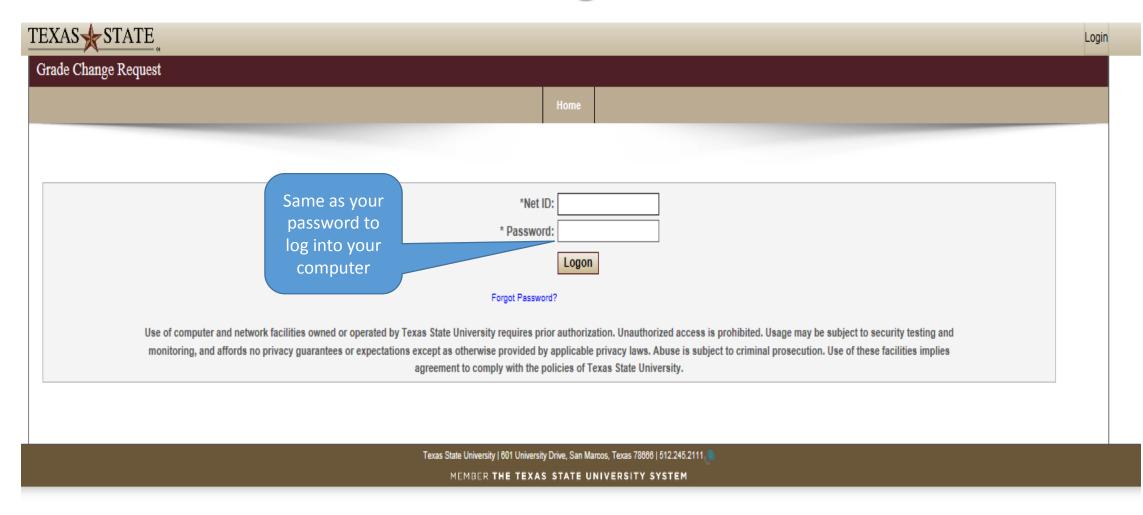
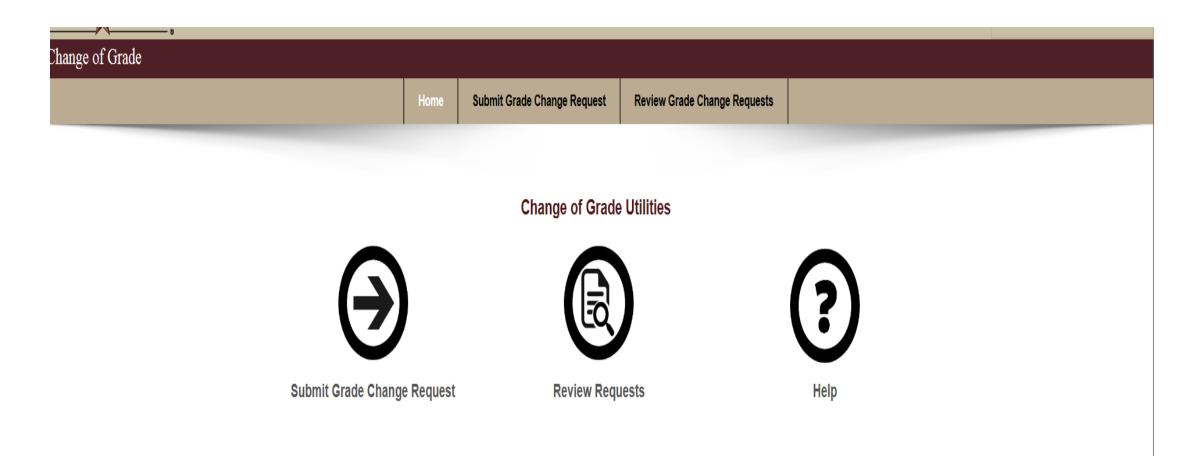
# **Change of Grade .NET**

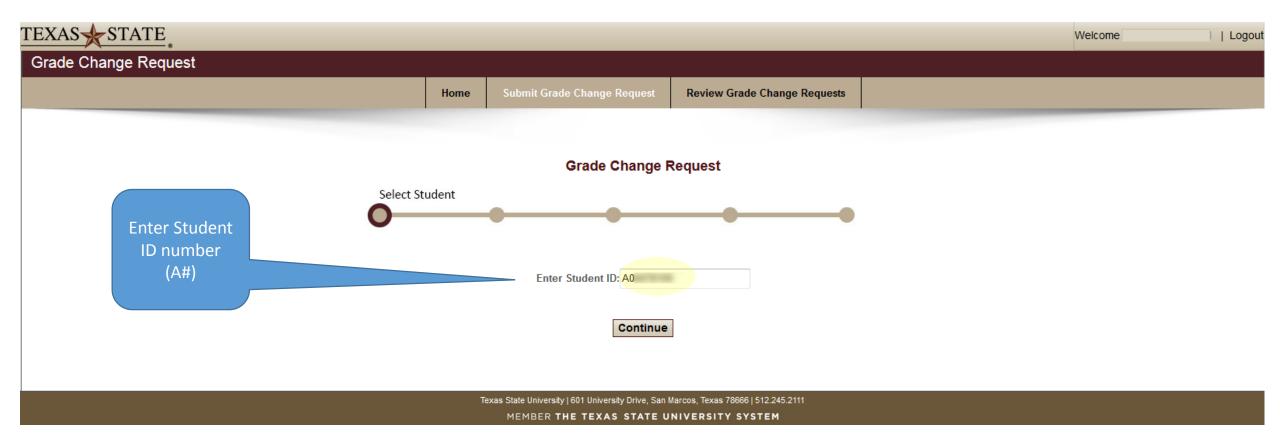
#### Introducing Change of Grade Login

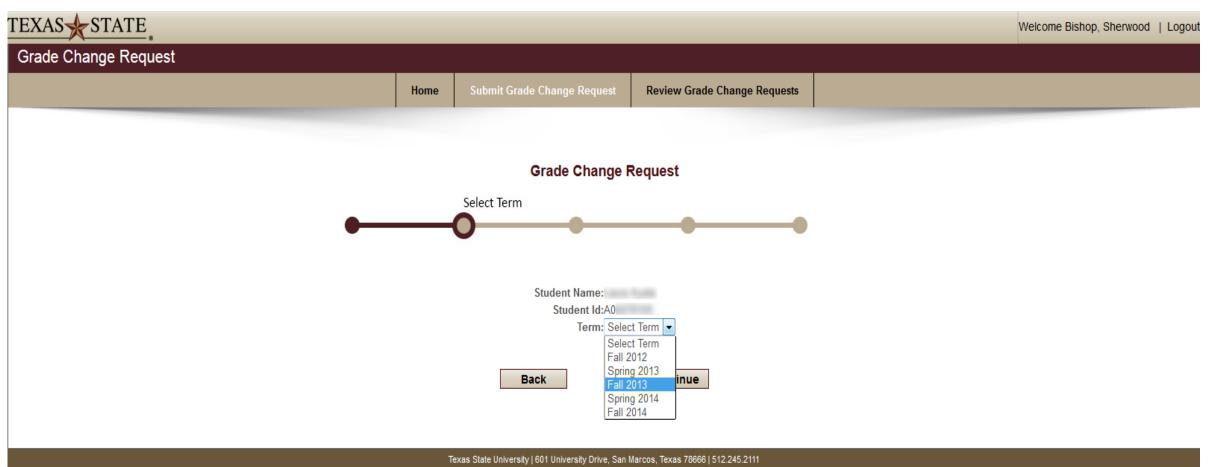


#### Introducing Change of Grade Task Selection

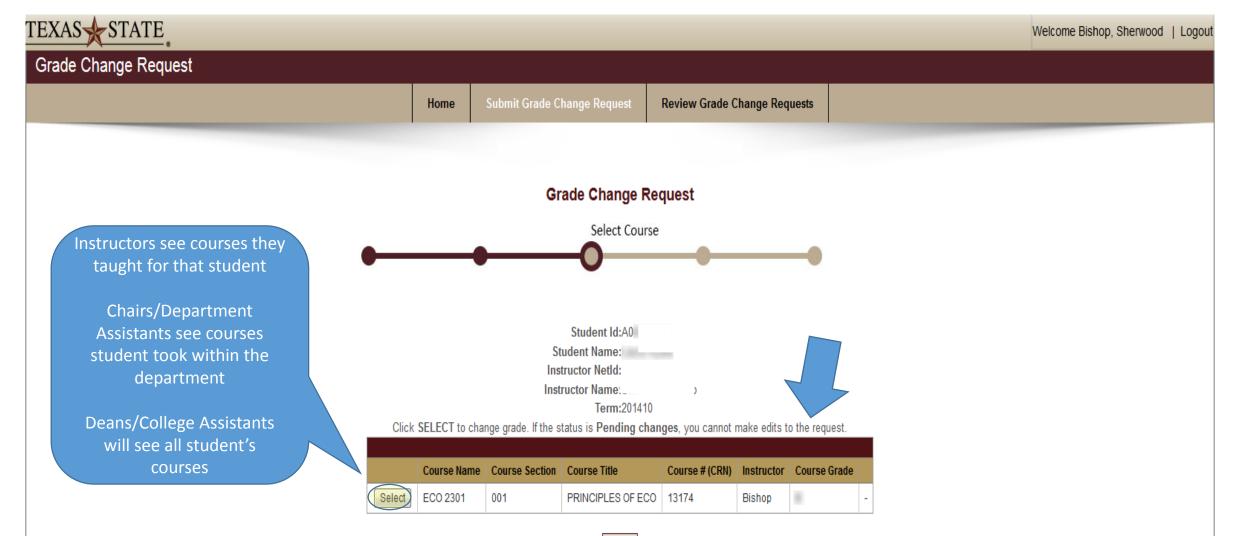


#### **Submit a Grade Change Request**





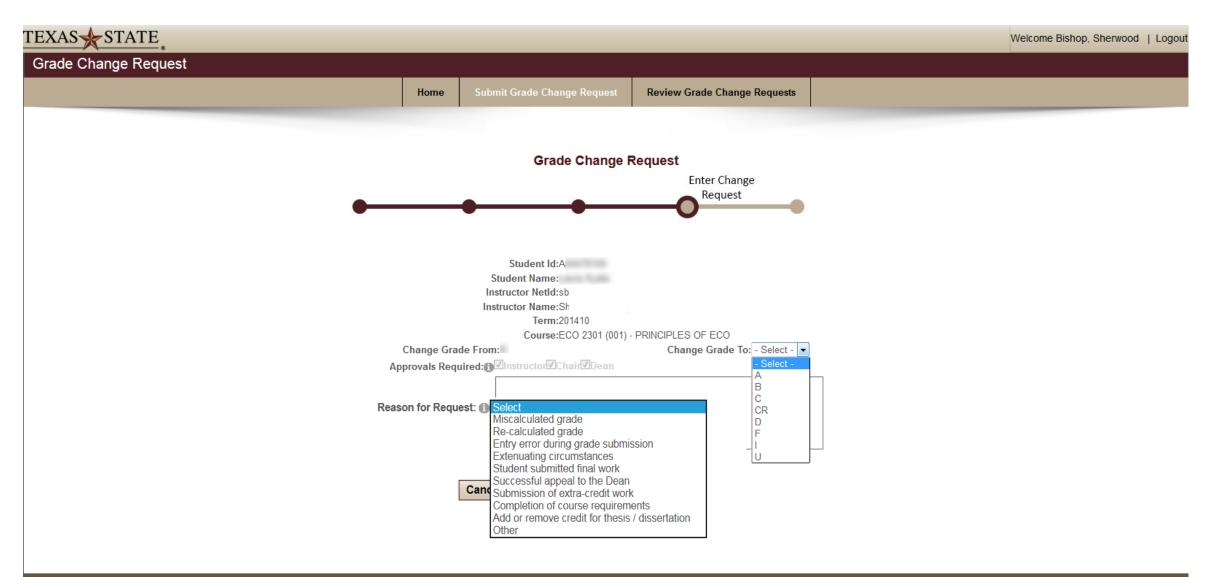
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM



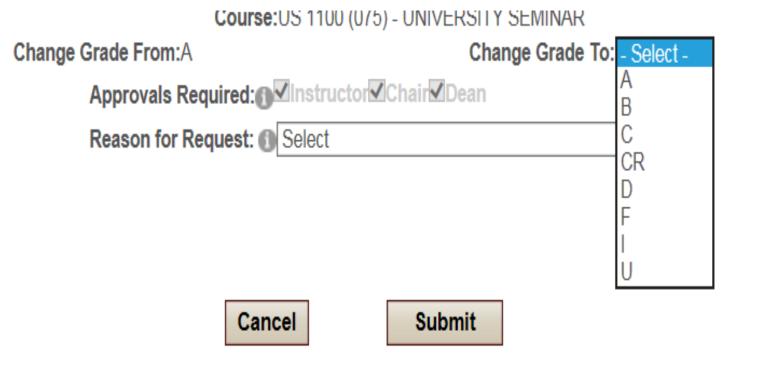
Back

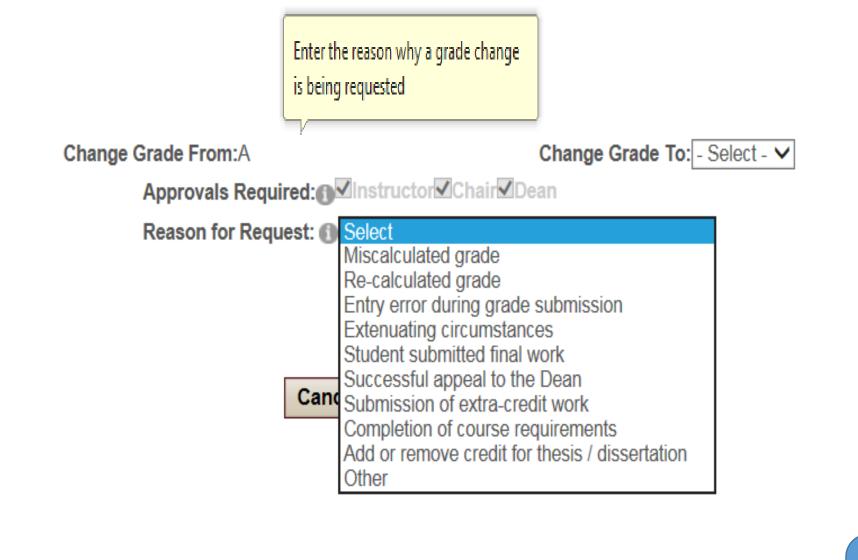
Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM



Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111 MEMBER THE TEXAS STATE UNIVERSITY SYSTEM Select the persons who will need to approve this request

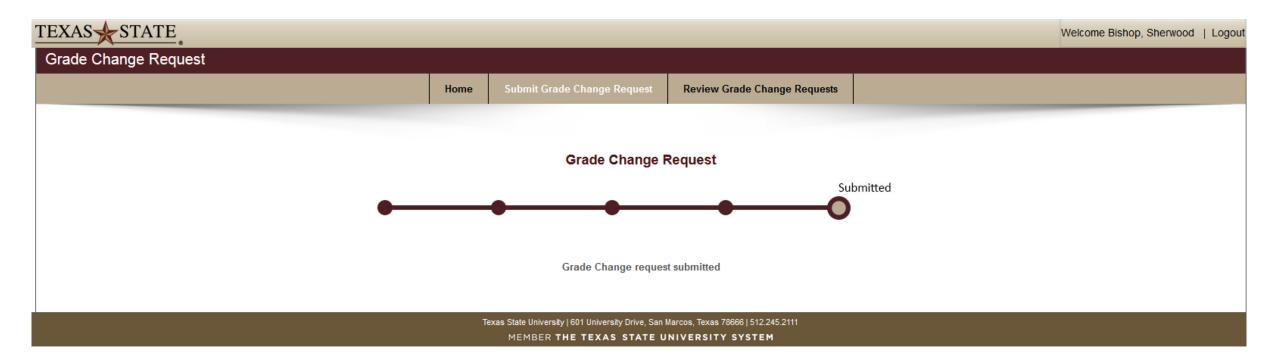




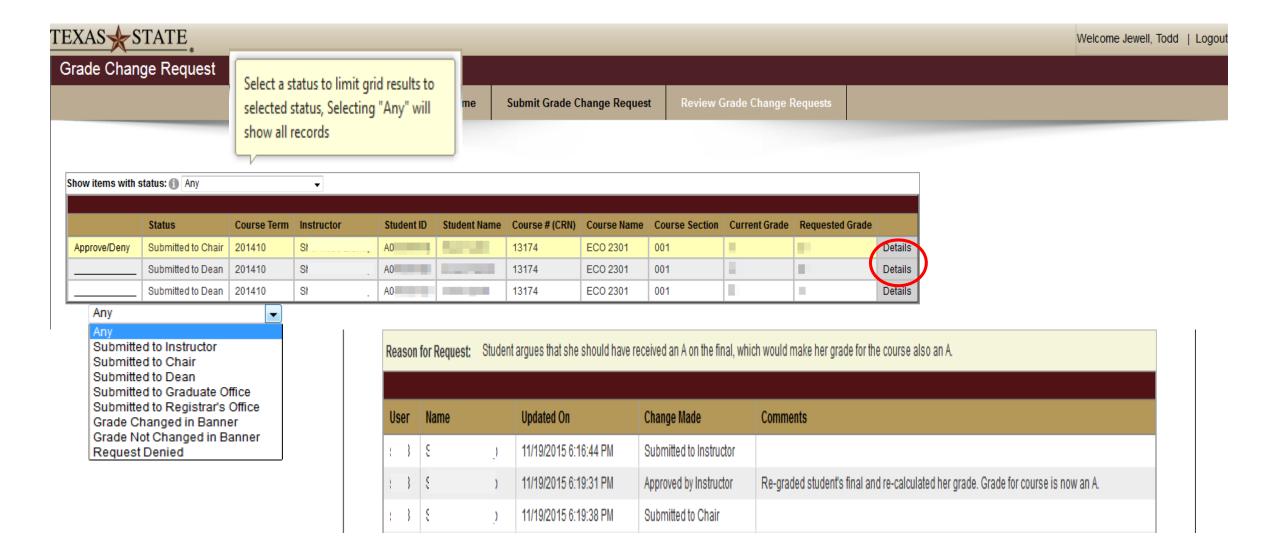
For Admin Assistants process ends here.

#### **Approve/Deny Request – Instructor, Chair, Dean**

TEXAS STATE	Welcome Bishop, Shenwood   Logo
Grade Change Request	
Home	Submit Grade Change Request Review Grade Change Requests
	Approve or Deny Request ->
Te	ed Other people can see comments, but they aren't sent to the student has not earned grade change Comments. Submit ed Other people can see comments, but they aren't sent to the student. Registrar's Office maintains Denial Reasons; will be in email sent to student



#### **Review Pending Requests – Instructor, Chair, Dean**



vitems with status: Any Status Course Term Instructor prove/Deny Submitted to Chair 201410 Sherwood Bishop Submitted to Dean 201410 Sherwood Bishop Subm						Home	Submit Grade Change Request	Division C	rado Change Requests		
Status       Course Term       Instructor         prove/Deny       Submitted to Chair       201410       Sherwood Bishop       Student:       - ID: A0(       B       Details       B       Details       Click on Details       to see Reason       for Request dial       B       Details       B       Details </th <th>_</th> <th></th> <th></th> <th></th> <th></th> <th>nome</th> <th>Subinit Grade Change Request</th> <th>Neview G</th> <th>nade change nequesis</th> <th></th> <th></th>	_					nome	Subinit Grade Change Request	Neview G	nade change nequesis		
Status       Course Term       Instructor         prove/Deny       Submitted to Chair       201410       Sherwood Bishop       Student:       - ID: A0(       B       Details       B       Details       Click on Details       to see Reason       for Request dial       B       Details       B       Details </th <th></th>											
Status       Course term instructor       Course term instr	v items with	n status: 🕥 Any		-							
Submitted to Chair       201410       Sherwood Bishop       Student:       - ID: A0         Submitted to Dean       201410       Sherwood Bishop		Status	Course Term	Instructor		Approve or Den	y Request		Current Grade Requested	Grade	Click on <b>Details</b>
Submitted to Dean       201410       Sherwood Bishop         Reason for Request:       Student argues that she should have received       Image: Comments and C	prove/Deny	Submitted to Chair	201410	Sherwood Bi	shop	Studen	t: ID: A0(		The second secon	in the second	to see <b>Reason</b>
Submitted to beam 201410       Silewood Bishop         Reason for Request:       Student argues that she should have received         User       Name       Updated On         Sb38       Sherwood Bishop       11/19/2015 6:19:31 PM         Sb38       Sherwood Bishop       11/19/2015 6:19:38 PM         Sb38       Sherwood Bishop       11/19/2015 10:22:51 AM         Submit       Submit		_ Submitted to Dean	201410	01410 Sherwood Bishop	shop		<b>D</b> (1)		СВ	Details	for Poquest and
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	rtj14	Robert Jewell	11/20/2015	10:22:51 AM	Su						
Hide Details											

### 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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