

Online Change of Grade Processing

6/9/2015

POP-UP Blockers must be turned off to use this application

- **PC users – IE users click on TOOLS, put cursor on POP-UP BLOCKER and to the side it will indicate if the Pop-up Blocker is turned on or off.**
- **MAC users - On the toolbar on the left side select SAFARI, then PREFERENCES, and then SECURITY. Make sure the box for BLOCK POP-UP WINDOWS is NOT selected. If there is a check in the box have them click on it to turn off the blocker.**

Workflow

- Instructor initiates grade change via grade roster



- Department chair approves request



- Dean approves the request and grade is changed

- Instructor initiates grade change from the grade roster

Lanzarotti, Vanessa

Faculty Center

my schedule

Advisor Center

class roster



grade roster

Faculty Center



My Schedule



2015 Spring Term | Texas Christian University

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2015 Spring Term > Texas Christian University

View All |  |  First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	 HIST 30723-080 (31500)	Women in the Middle East (Lecture)	12	Th 5:00PM - 7:40PM	Reed Hall 221	Jan 12, 2015 - May 8, 2015

[View Weekly Teaching Schedule](#)

[Faculty Center](#) [Advisor Center](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

▼ **HIST 30723 - 080 (31500)** change class

Women in the Middle East (Lecture)

Days and Times	Room	Instructor	Dates
Th 5:00PM-7:40PM	Reed Hall 221	Hamoud, Hanan Hassan, Langarouh, Vanessa Marie	01/12/2015 - 05/08/2015

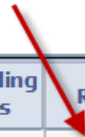
Display Options:

*Grade Roster Type Non-Deg. Candidat ▼
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved ▼ Poste

Student Grade		ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Request Grade Change
<input type="checkbox"/>	1	[REDACTED] 9	[REDACTED]	C+		C+	GRD	Request Grade Change
<input type="checkbox"/>	2	[REDACTED] 0	[REDACTED]	A-		A-	GRD	Request Grade Change
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	C+		C+	GRD	Request Grade Change



- Instructor submits new grade and reason for change.

Request Grade Change

Instructor

Instructor 101008468 Lenzotti, Vanessa

Class

Term	4153	Class Nbr	31500	Description	Women in the Middle East
Acad Group	AS	Subject	HIST	Catalog	30723
		Section	080		

Student

Student 110206443 Backert, Michael

Academic Career Undergrad **Program/Plan** Health & Human Sciences - B in Social Work

Academic Level Senior

Grade Change

SeqNum	1	Approval Status	Pending	Submitted Date	
Grading Basis	GRD	Current Grade	C+	New Grade	<input style="width: 40px; height: 20px;" type="text" value=""/>
Instructor Comments	<div style="background-color: yellow; height: 20px; width: 100%;"></div>				

Submit

- Email notification is sent to department chair for action.

- Department chair may either click the link included in the email to go directly to the approval page to process requests individually or choose to process once a day by navigating to the Approver Page (note highlighted path).

ORACLE CS9STG Home | Add to Favorites | Sign out

Favorites | **Main Menu > Records and Enrollment > TCU Student Records > Inquire > Grade Change Inquiry**

New Window | Help | Personalize Page | http

Grade Change Inquiry

Approval Status: Pending (v) | Acad Group: [] | Career: [] | Subject: [] | Instructor Name: [] | Student Name: [] | Approver Name: [] | Term: []

Search | Clear Search Fields

The results of your search are shown below

		Approval Status	Acad Group	Academic Career	Instructor Name	Subject	Catalog Nbr	Section	Course Description	Student ID	Student Name	Old Grade	New Grade	Term	Sub Date
1	View Request	Pending	AS	Undergrad	Lanzarotti, Vanessa	HIST	30723	080	Women in the Middle East			C+	A	2015 Spring Term	06/0

Approver must be logged into Oracle/PeopleSoft in order for link to navigate directly to approval page.

- Approve the request and it is forwarded on to dean for final approval.

ORACLE CS9STG

Favorites Main Menu

Request Grade Change

Instructor

Instructor 1010452087 Beckman, Debra

Class

Term	4153	Class Nbr	31792	Description	Intro Comp:Writing as Inquiry
Acad Group	AS	Subject	ENGL	Catalog	10803
				Section	005

Student

Student 10107234 Hilligoss, ...

Academic Career Undergrad Program/Plan Business - Undergraduate - Business

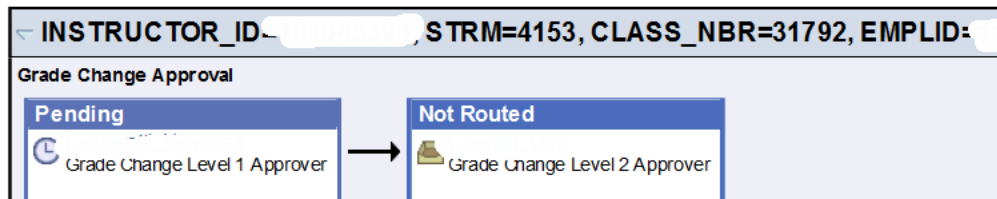
Academic Level Freshman

Grade Change

SeqNum	1	Approval Status	Pending	Submitted Date	06/09/2015
Grading Basis	GRD	Current Grade	A	New Grade	B-
Instructor Comments	Test				

Approver Comments

Grade Change Approval



- After the request is approved at the dean's level, the grade is changed.
- An email is generated to notify the student and the instructor of the change.
- The student may also monitor the status of the grade change flow from my.tcu.edu
- If the request is denied at any point, notification is sent back through the workflow.
- The student is not automatically notified if the grade change is denied.
- Incomplete (I grades) grades are included in this process.
- Contact the registrar's office to initiate change of grade in classes if the instructor is no longer available.
- Alternate approvers can be named at any level.
- If staffing changes, please notify the registrar's office and pending requests can be moved to the new approver.

