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

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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

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 30723-080 (31500)</td>
<td>Women in the Middle East (Lecture)</td>
<td>12</td>
<td>Th 5:00PM - 7:10PM</td>
<td>Reed Hall 221</td>
<td>Jan 12, 2015 - May 8, 2015</td>
</tr>
</tbody>
</table>

View Weekly Teaching Schedule

Faculty Center  Advisor Center
My Schedule    Class Roster  Grade Roster
```
### HIST 30723 - 080 (31500)

*Women in the Middle East (Lecture)*

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 5:00PM-7:40PM</td>
<td>Reed Hall 221</td>
<td></td>
<td>01/12/2015 - 05/08/2015</td>
</tr>
</tbody>
</table>

#### Display Options:
- Grade Roster Type: Non-Deg Candidate
- Display Unassigned Roster Grade Only

#### Grade Roster Action:
- Approval Status: Approved

<table>
<thead>
<tr>
<th>Student Grade</th>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Converted Roster Grade</th>
<th>Official Grade</th>
<th>Grading Basis</th>
<th>Request Grade Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>C+</td>
<td>C+</td>
<td></td>
<td>GRD</td>
<td>Request Grade Change</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>A-</td>
<td>A-</td>
<td></td>
<td>GRD</td>
<td>Request Grade Change</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>C+</td>
<td>C+</td>
<td></td>
<td>GRD</td>
<td>Request Grade Change</td>
</tr>
</tbody>
</table>
- Instructor submits new grade and reason for change.

- 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).

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.
• 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.