

## Reviewing a Grade Change Request

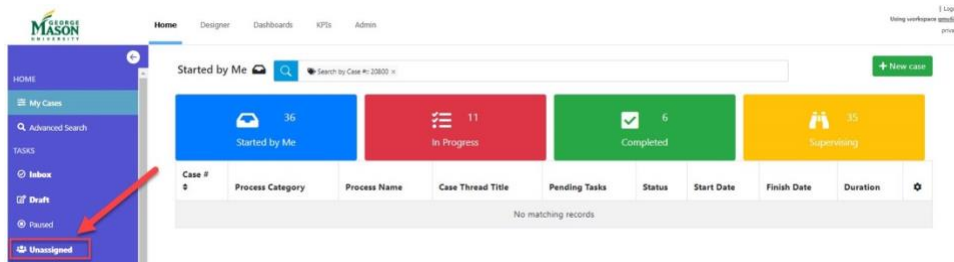
The purpose of this guide is to provide instructions for reviewing a grade change request utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on **View Case in Workflow** then login using your Mason credentials.


**NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.**



2. Click on **Unassigned**. **NOTE: If the case does not appear in unassigned, it has already been claimed by another approver and no further action on your part is required.**



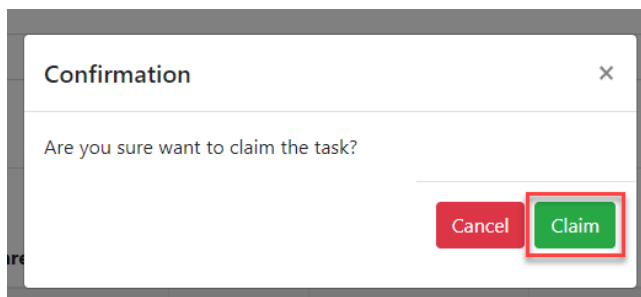
3. Double click below the case number referenced in email.



Detail Case	#	Case Thread Title	Process Name	Task	Send By	Due Date	Delegation Date	Priority
20802	(15845) ELED 543-002 -- Child, Fam, Culture, School	Grade Change Request	Director Review	[REDACTED]	2022-07-29 14:11:22	2022-07-28 14:11:22	NORMAL	
20800	(15845) ELED 543-002 -- Child, Fam, Culture, School	Grade Change Request	Director Review	[REDACTED]	2022-07-29 13:54:26	2022-07-28 13:54:26	NORMAL	
20752	(15845) ELED 543-002 -- Child, Fam, Culture, School	Grade Change Request	Director Review	[REDACTED]	2022-07-28 13:01:17	2022-07-27 13:01:17	NORMAL	

Double click below the case number referenced in the email

4. Click **Claim** to claim the case.



5. Review the grade change request. Enter a **decision**. Additional comments may be added but are not required. **Click Submit**.

**GEORGE MASON UNIVERSITY** | Grade Change Request

Initiator: [Redacted] Instructor: [Redacted]  
Section: (15845) ELED 543-002 – Child, Fam, Culture, School (Spring 2022) Student: [Redacted]  
Director: [Redacted]

Review the request. Approve or deny. Press Submit.

[Redacted]

Current Grade Assigned: B+

Original Grade Assigned: B+

New Grade \*: A+

Grade Change Reason \*: E- Computational/Recording error

Grade Change Explanation \*: Test, no action required

Director

Director's Comments: [Text Area]

Decision \*: -- Choose --

Submit

6. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.

**GEORGE MASON UNIVERSITY** | Grade Change Request

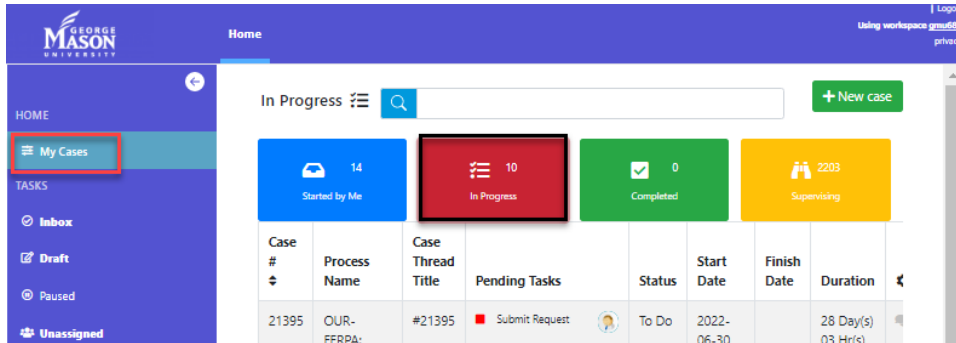
Initiator: [Redacted] Instructor: [Redacted]  
Section: (15845) ELED 543-002 – Child, Fam, Culture, School (Spring 2022) Student: [Redacted]  
Director: [Redacted]

The submission was successful. An email will now go to the next approver in the workflow. Once approved, the record will be updated in Banner and on the student's academic record.

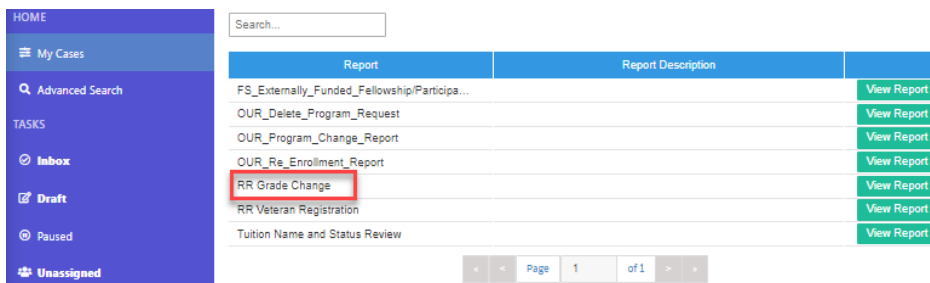
You may now close this page.

Close

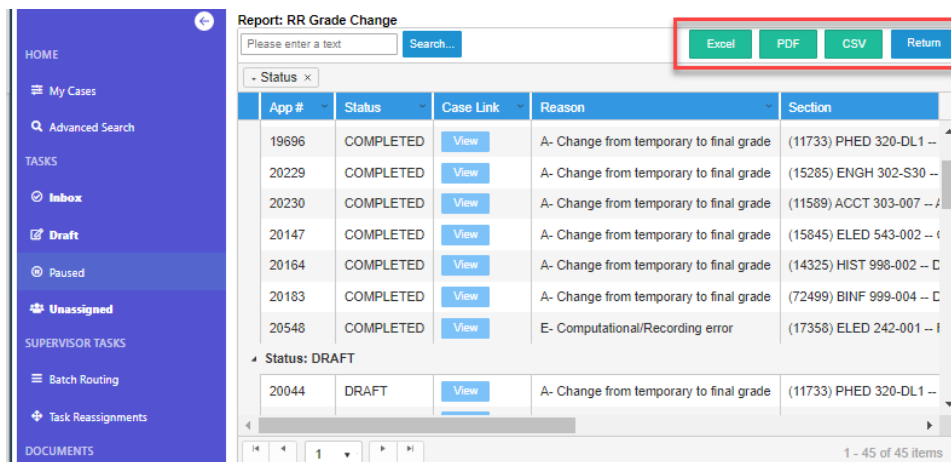
- Once approved by all approvers in the workflow, the record will be updated in Banner and on the student's academic record. Regardless of the decision, the submitter and the student will receive an email notification at the conclusion of the workflow, and a record of the request will be uploaded for view in WebXtender.
- The status of any of your request(s) may be viewed in [Elucian Workflow](#). Click on **My Cases**. The **In Progress** column shows the current step in the approval process.



- Generate a report of cases by clicking **Report User**. Select **View Report** for **RR Grade Change**.



- Choose the preferred file type. The report will be sent to your Mason email address.



For assistance, please contact [regwf@gmu.edu](mailto:regwf@gmu.edu).