

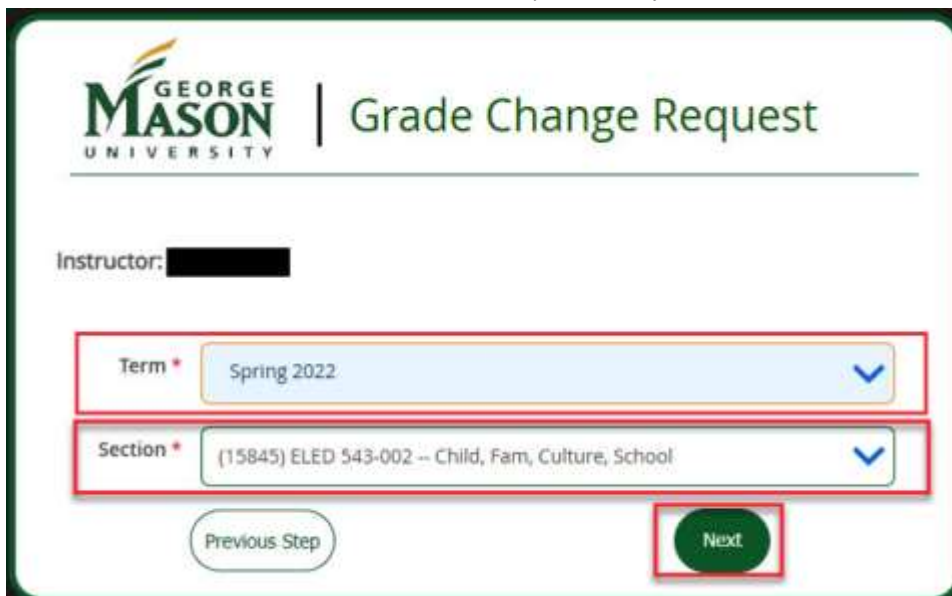
## Submitting a Grade Change Request Faculty Instructions

The purpose of this guide is to provide faculty members with instructions for submitting a grade change request utilizing Ellucian Workflow.

1. Click on [Grade Change Request for Faculty](#) found on the **Forms** page then log in using your Mason credentials.



2. Select the term for the course you wish to submit the change of grade.
3. Select the **section** for which you will be submitting the grade change request. If you are teaching more than one course in the term selected, all CRNs/Courses will be shown in the drop-down list. Click **Next**.



The screenshot shows the "Grade Change Request" form. At the top left is the George Mason University logo. The title "Grade Change Request" is prominently displayed. Below the title, there is a field for "Instructor:" followed by a blacked-out name. The form contains two dropdown menus: "Term \*" with "Spring 2022" selected, and "Section \*" with "(15845) ELED 543-002 -- Child, Fam, Culture, School" selected. At the bottom, there are two buttons: "Previous Step" and "Next". The "Next" button is highlighted with a red box.

4. Select the student that requires a grade change by finding the student's name in the dropdown list or by entering the student's G#. Once the correct student is selected, click **Next**.

GEORGE MASON UNIVERSITY | Grade Change Request

Instructor: [REDACTED] Section: (15845) ELED 543-002 -- Child, Fam, Culture, School (Spring 2022)

Select the student that requires a grade change. Click Next.

Student \* [REDACTED]

Previous Step Next

5. NOTE: If the Current Grade Assigned is blank, STOP and do not submit the form. There is no grade to change in the system.

Current Grade Assigned [REDACTED]

Original Grade Assigned A+

New Grade \* Select One

6. Select a **new grade** and **change reason**. Enter a **grade change explanation**. Click **Next**. NOTE: The explanation is required to provide context to approvers. For temporary to final grade changes, a comment such as "Temp to final" is sufficient.

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Instructor: [REDACTED] Section: (15843) ELED 543-002 -- Child, Fam, Culture, School (Spring 2022) Student: [REDACTED]

Select a new grade and change reason. Enter a grade change explanation. Click Next.

Current Grade Assigned A

Original Grade Assigned A

New Grade \* A+

Grade Change Reason \* B - Computational/Recording error

Grade Change Explanation \* [REDACTED]

Previous Step Next

- A page confirming the request has been submitted will display. A notification will be sent to the next approver in the workflow for review. All approvers associated with the workflow will be listed on this page.



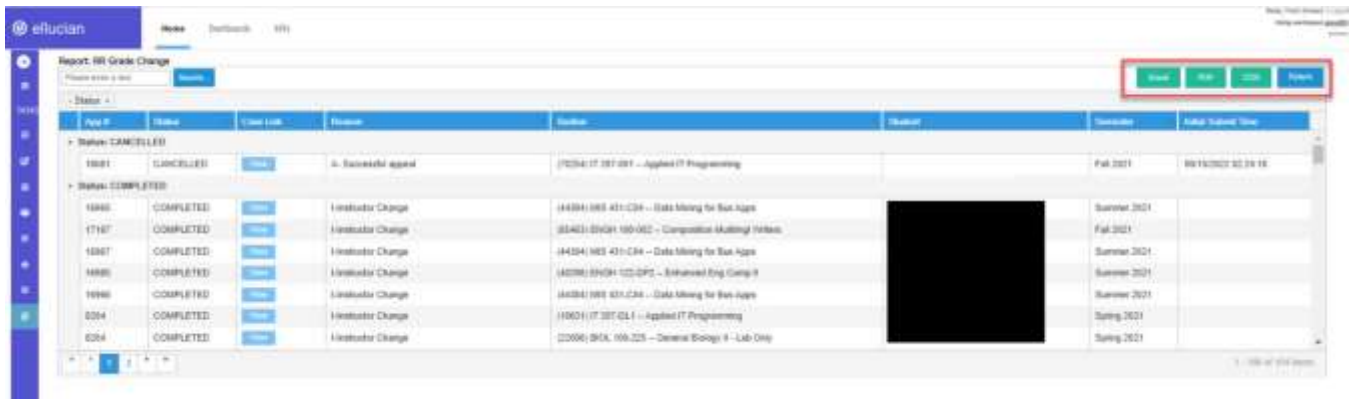
- Once approved by all users in the workflow, the record will be updated in Banner and on the student's academic record. Regardless of the decision, the submitter and the student will receive an email notification at the conclusion of the workflow, and a record of the request will be uploaded for view in WebXtender.
- All workflow participants can view a summary of activities in [Ellucian Workflow](#). Click on **My Cases**. Cases can be viewed by choosing View any pending requests by clicking the In Progress tile. The **Pending Tasks** 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**.



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



For more information on this topic, please contact [regwf@gmu.edu](mailto:regwf@gmu.edu).