

Submitting a Grade Change Request

Grading Coordinators

The purpose of this guide is to provide designated grading coordinators instructions for initiating a grade change request utilizing Ellucian Workflow.

1. Click on <u>Change of Grade Request for Grading Coordinators</u> found on the Forms page then log in using your Mason credentials.



2. Begin typing the instructor's name. The dropdown list will display name and netid. Once the correct instructor is displayed, click **Next**.

GEORGE NIVERSITY	Grade Change Request
ursework, as well as o	change process, this form has been created to accept grade change requests related to final submission of incomplete omputational or recording errors. This online request replaces paper grade changes/memos previously sent to the how-to guide is available at registrar.gmu.edu/ellucian-workflow-resources/
Instructor's Name *	Start typing instructor's name •
	Next

- 3. Select the term for the course you wish to submit the change of grade.
- 4. Select the **section** for which you will be submitting the grade change request. Please note if an instructor has taught more than one course in the term selected, all CRNs/Courses will be shown in the drop-down list. Click **Next**.

	GEORGE SON ERSITY	Grade Change Request	
Initiator:		Instructor:	
	Term *	Spring 2022	~
	Section *	(15845) ELED 543-002 Child, Fam, Culture, School	~
		Previous Step	

5. 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**.

MASON UNIVERSIT	🖞 🛛 Grade Cha	nge <mark>R</mark> equest		
Initiator: Section: (15845) ELE (Spring 2022)	D 543-002 – Child, Fam, Cultur	Instructor: e, School		
lect the student that Studen	: requires a grade change. Click I	lext.		× ~
	Previous Step		Next	

6. NOTE: If the Current Grade Assigned is blank, **STOP** and do <u>not</u> submit the form. There is no grade to change in the system.

Current Grade Assigned	
Original Grade Assigned	A+
New Grade *	Select One

 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.

Current Grade Assigned	A	
Original Grade Assigned	A	
New Grade *	A+	~
Grade Change Reason *	A- Successful appeal	~
Grade Change Explanation *	Enter an explanation here to accompany your request.	
	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.
Note: If the request is a change from temporary to final grade change, no additional approvers are necessary.

GEORGE GEORGE G	rade Change Request
Initiator: Section: (15845) ELED 543-002 School (Spring 2022)	Child, Fam, Culture, Student:
	n email will now go to the next approver in the workflow. Once approved, the record updated in Banner and on the student's academic record. You may now close this page.
Directors:	Deans:

- 9. 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.
- 10. All workflow participants can view a summary of activities in <u>Ellucian Workflow</u>. Click on **My Cases**. Cases can be viewed by clicking the **In Progress** tile. The **Pending Tasks** column shows the current step in the approval process.

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	Started by Me		65			✓ 24 Completed		97 Supervising	
Records:	started by Me		in riogress			completed		supervising	
10 ~									
	Process Name	Case Thread Title	Pending Tasks		Status	Start Date	Finish Date	Duration	
Case #	Process name								-
	Grade Change Request	# 19148	III Director Review	9	To Do	2022-06-24 08:28:39		0 Day(s) 00 Hr(s) 21 min 46 s	0
•		* 19148 * 19125	Director Review Advisor Approval	0 0	To Do To Do	2022-06-24 08:28:39 2022-06-23 16:31:29		0 Day(s) 00 Hr(s) 21 min 46 s 0 Day(s) 16 Hr(s) 18 min 56 s	0

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

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3	Search	Report	
TASKS	Report	Report Description	
ø	FS_Externally_Funded_Fellowship/Participa		View Report
œ	OUR_Delete_Program_Request		View Report
ur	OUR_Program_Change_Report		View Report
Θ	OUR_Re_Enrollment_Report		View Report
	RR Grade Change		Mew Report
-	RR Veteran Registration		View Report
-	Tultion Name and Status Review		View Report
+ = 0 Res	sort User	a a mage 1 and a second	

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

Please enter a text	Search					Ees	H POF CSV
- Status ×							
App #	Status	Case Link	Reason	Section	Student	Semester	Initial Submit Time
- Status: CAN	CELLED						
18681	CANCELLED	Vew	A- Successful appeal	(70254) IT 207-001 - Applied IT Programming		Fall 2021	06/15/2022 02:24:18
- Status: COM	PLETED						
16965	COMPLETED	View	I-Instructor Change	(44384) MIS 431-C04 Data Mining for Bus Apps		Summer 2021	
17167	COMPLETED	Vew	I-Instructor Change	(85463) ENGH 100-002 Composition Multilingi Writers		Fall 2021	
16967	COMPLETED	Vew	I-Instructor Change	(44384) MIS 431-C04 Data Mining for Bus Apps		Summer 2021	
16985	COMPLETED	View	I-Instructor Change	(40298) ENGH 122-DP2 - Enhanced Eng Comp II		Summer 2021	
16966	COMPLETED	Ven	I-Instructor Change	(44384) MIS 431-C04 Data Mining for Bus Apps		Summer 2021	
8204	COMPLETED	Ven	I-Instructor Change	(10631) IT 207-DL1 Applied IT Programming		Spring 2021	
8264	COMPLETED	No.	I-Instructor Change	(22086) BIOL 106-225 General Biology II - Lab Only		Spring 2021	

For more information on this topic, please contact <u>regwf@gmu.edu</u>.