

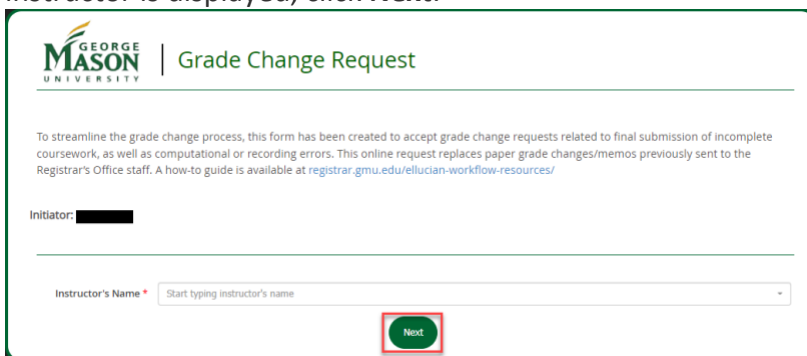
Submitting a Grade Change Request Grading Coordinators

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

1. Click on [Change of Grade Request for Grading Coordinators](#) 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 MASON UNIVERSITY | Grade Change Request

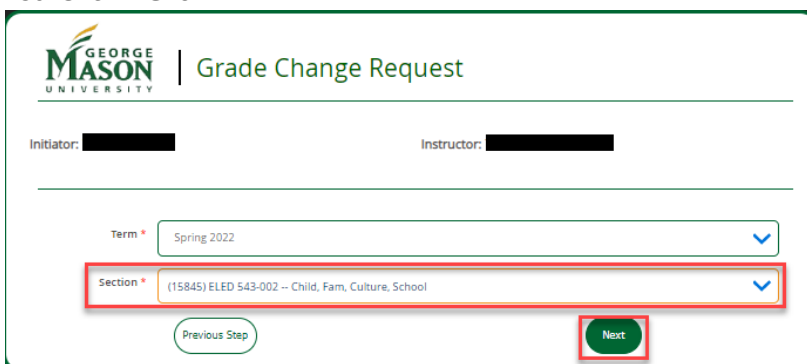
To streamline the grade change process, this form has been created to accept grade change requests related to final submission of incomplete coursework, as well as computational or recording errors. This online request replaces paper grade changes/memos previously sent to the Registrar's Office staff. A how-to guide is available at registrar.gmu.edu/ellucian-workflow-resources/

Initiator: [Redacted]

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**.



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Initiator: [Redacted] Instructor: [Redacted]

Term *

Section *

Next

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**.

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Initiator: [Redacted] 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

6. 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

Original Grade Assigned A+

New Grade * Select One

7. 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.

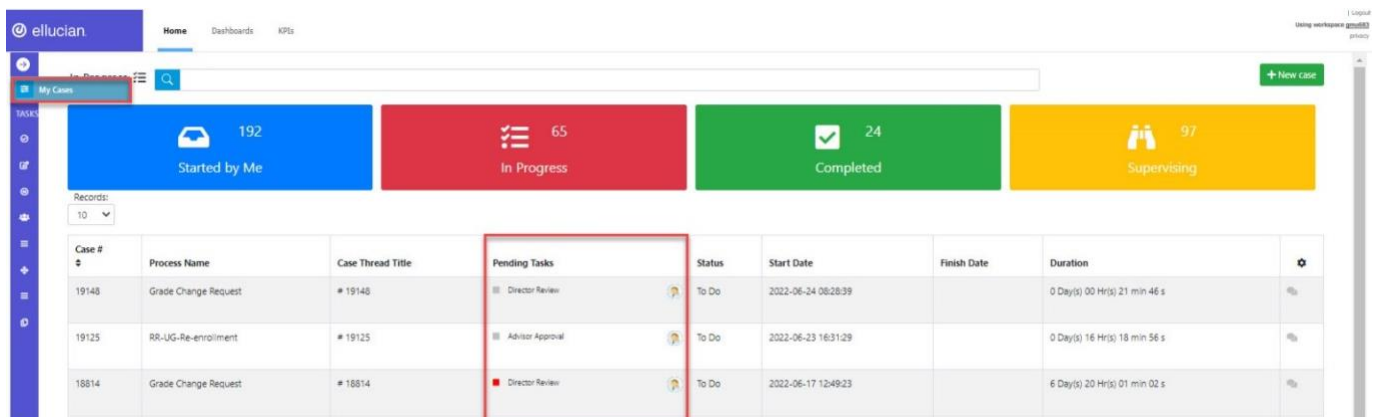
Previous Step Next

8. 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.

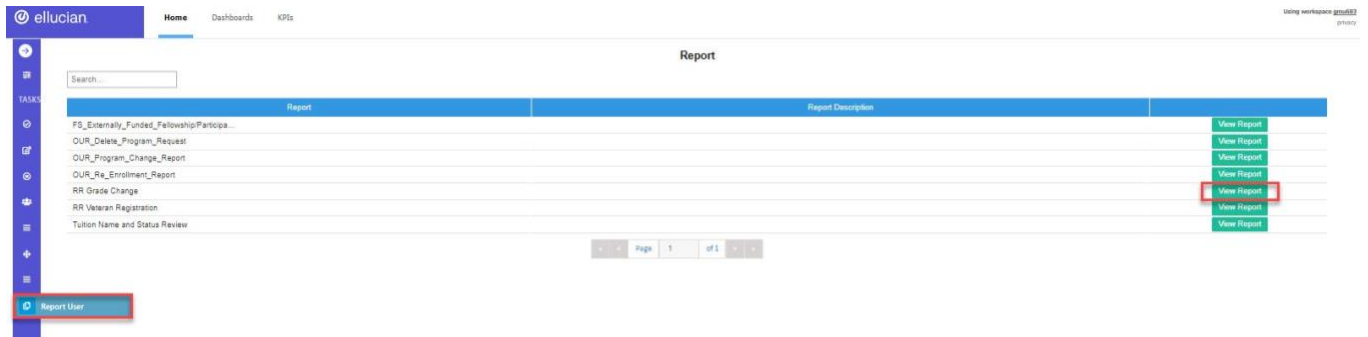


9. Once approved by all users in the workflow, the record will be updated in Banner and on the student's academic record. Regardless of the decision, the submitter and the student will receive an email notification at the conclusion of the workflow, and a record of the request will be uploaded for view in WebXtender.

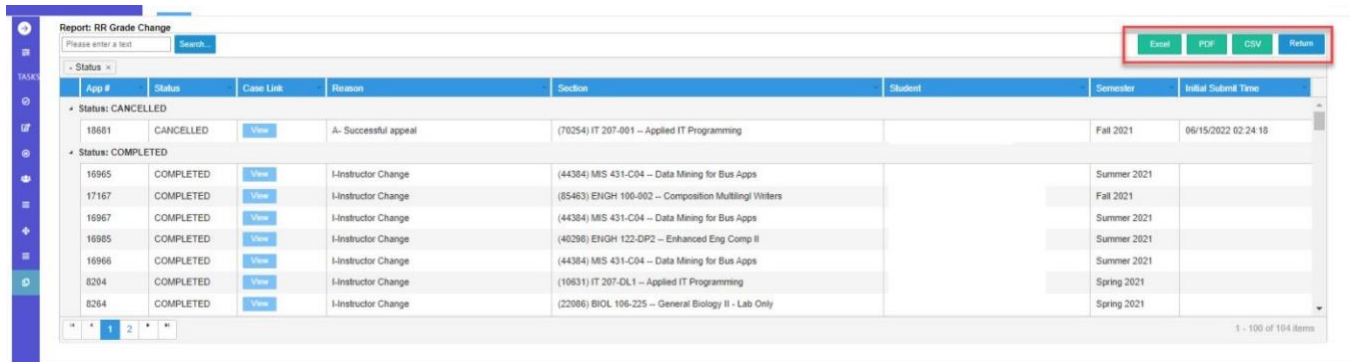
10. All workflow participants can view a summary of activities in [Ellucian Workflow](#). Click on **My Cases**. Cases can be viewed by clicking the **In Progress** tile. The **Pending Tasks** column shows the current step in the approval process.



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



12. 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.