GRADE CHANGE WORKFLOW
USER MANUAL

The Office of the Registrar
THE UNIVERSITY OF TEXAS AT TYLER
Faculty members are now able to request Grade Changes directly from their Faculty Center pages in myUTTyler, rather than completing paper forms.

Department Chairs must approve these Grade Change requests, and have access to do so in myUTTyler.

This document provides step-by-step instructions on how to carry out these tasks, as well as relevant information that users may need to know.
Faculty Section:

Navigation:

Faculty Center > Grade Roster

How to submit a Grade Change Request

I. Access the relevant Grade Roster by either using the main Faculty Center dashboard for any course in the current default view, or by clicking on the grade roster link at the top of the screen to swap over to the general Grade Roster page.

- If entering from the main Faculty Center screen, it may be necessary to click the green change term button to load the correct course onto that screen.
- If entering from the grade roster tab, it may be necessary to click the green change class button to load the correct course.

Note: When entering from this avenue, pay particular attention to the term each class was offered, especially for classes you teach on a regular basis.

II. Once the correct roster has been accessed, click the Request Grade Change hyperlink under the Grade Roster Action section of the page to open the Grade Change Request screen.
III. On the *Grade Change Request* screen, click the *Request Grade Change* hyperlink on the right-hand side of the screen for the student whose grade needs to be changed. This will open the *Grade Change Request Form* screen.

IV. On the Grade Change Request Form screen:
A. Review the course and student information to ensure the change is being initiated for the correct student/course/term/grade combination.

If you do need to exit this page because the wrong student was selected, click the Return to Grade Roster hyperlink in the bottom left-hand corner of the page. This may generate a pop-up message – if it does, click Cancel (not OK) to continue exiting the page; this is somewhat counterintuitive, but necessary. If the pop-up does not generate, that is ok.

B. Select a Reason for Change from the provided menu.

- For the Other: Explain option, you must write your explanation in the Comment box. This is mandatory, and an error message will appear if the Comment box is blank when the Submit button is clicked.

- For the other options, entry of a Comment is highly encouraged, but not mandatory.

C. Enter the updated grade information in the New Grade box. The magnifying glass icon associated with this box will open a menu of all grades the student is eligible for based on the grading basis of the course.

Note on F Grades: Like the Grade Roster itself, the Grade Change process requires a value be selected from the F Grade Reason menu. Available “F” grade reasons are limited to: In attendance/performed poorly, Never attended or participated, or Stopped attending as of.

The Date Last Attended field will always display an asterisk, but is only mandatory when Stopped attending as of has been selected from the F Grade Reason menu.

Note on W/Q Grades: The Grade Change process does not allow students to be withdrawn from courses, so grades of “W” and “Q” will not be available for selection as the New Grade value. Further, Grade Changes cannot be initiated for students who already have grades of “W” or “Q”.

Standard example:
D. Enter any necessary text in the Comment field. **Please note that all text entered here will become a permanent part of the student’s records.**

E. Click the Submit button to send the request forward for Chair review and Registrar processing.
V. Once the request has been submitted you will receive a confirmation email, and a **Grade Change Workflow** section will appear at the bottom of the **Grade Change Request Form** page.

**Email:**

Greetings,

This is a confirmation email regarding the following grade change request:

Instructor: [Name]
Term: 2017 Spring
Class: ACCT 230.L002 (20385)
Student: [Name]

This request has been routed to the appropriate approvers for their decision. You will receive an final email when the request has been processed.

If you need assistance, please contact the Registrar's Office.

**Grade Change Request Form:**

At this point the request cannot be edited further by the submitting faculty member, and the Department Chair will be the next person in the workflow process. However, in cases where an
issue is noted at this point, a request to cancel the Grade Change can be forwarded to the Office of the Registrar. This message should be sent with a CC to the Chair, so they are aware that the request will not require their review.

To review the status of an in-progress request, access the relevant Grade Roster page and click the Request Grade Change hyperlink. On the Grade Change Request page the Request a Grade Change hyperlink will have been replaced by a Pending hyperlink, which can be clicked to open the Grade Change Request Form page and check the current status of a pending change.

Once the Chair and/or Registrar have approved/processed or denied a Change, the messages viewable on the Grade Change Request Form page will be updated and update emails will be sent to your attention.

Chair Denial:

Greetings,

The following grade change request has been denied.

Instructor: [Name]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [Name] 600
Registrar Cancellation:

The following grade change request has been cancelled by the Registrar's Office.

Instructor: [Name]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [Name]
**Fully Approved Request:**

Greetings,

The following grade change request has been approved.

Instructor: [Name]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [Name] 600

---

Grade Change Workflow

[Image showing grade change workflow process with approval status]
How to re-submit a request:

If a Grade Change request has been denied by the Chair or Office of the Registrar, or the student’s grade needs to change a second (or subsequent) time, an additional change can be initiated from the Grade Change Request Form page.

Previously-completed requests will have a hyperlink value of Review Requests.

To do so:

1. On the Grade Change Request Form page, click the plus sign icon in the upper right-hand corner of the Grade Change Request section of the page to add a new, blank row.
II. Fill in the *Grade Change Requests* screen as appropriate.

III. Click *Submit Request* to begin routing it through the workflow. You will receive the same notifications as with any other grade change request.
Department Chair Section:

In addition to the ability to enter Grade Change requests as faculty members, Department Chairs have the access and responsibility to review all requests submitted by faculty members in their respective departments.

Chairs also have three additional options/features available to them within the Grade Change Workflow:

I. Chairs may delegate their access temporarily to an acting Chair. This requires sending a notification to the Office of the Registrar with each of the following:
   - Full name of the acting Chair
   - Their myUTTyler username and EMPLID
     - The Administrative Associate/Assistant for your department should have access to this information
   - The start and end dates for their time serving as acting Chair

   The notification must be sent specifically to the Registrar, or an Associate/Assistant Registrar; it is highly recommended that multiple Registrar team members be copied.

II. Department Chairs submitting Grade Change Requests for courses within their departments, for themselves or on behalf of other faculty members (see below), do not have to approve such requests twice. The workflow will recognize that the Chair has already approved the Request, note it as **Self Approved**, and route it directly to the Office of the Registrar.

III. Chairs can use the **Class Roster** page under **Curriculum Management** to submit Grade Change Requests on behalf of any faculty members for any course offered under the Department. This is explained in detail later in his document.
General Chair-level Grade Change Workflow Tasks:

**Navigation:**

Access to the review portion of the *Grade Change Workflow* for Chairs does not use a link in Faculty Center itself. Instead, the working page is accessed through the *Worklist* link in the left-hand menu within *myUTTyler*. The link will be near the bottom portion of the list.

As a Chair you will receive an email prompting you when a new Grade Change has been submitted and requires your review. The text below is an example of one of these emails, which will include a hyperlink to login directly into your *Worklist* page:

Greetings,

The following grade change request has been submitted for your review.

Instructor:  [Redacted]
Term: 2017 Spring
Class:  ACCT 2301.002 (20335)
Student:  [Redacted]

[Critical Note: You must be actively signed into *myUTTyler* for the links in these emails to work; they ‘ping’ off your login to authenticate you rather than requiring a separate sign-in each time.]

To review this grade change request, please review your Worklist by clicking the link:  
[https://ss-csa.gattytler.edu/psp/tcsqa/EMPLOYEE/HRMS/c/WORKLIST.WORKLIST.GBL?page=WORKLIST](https://ss-csa.gattytler.edu/psp/tcsqa/EMPLOYEE/HRMS/c/WORKLIST.WORKLIST.GBL?page=WORKLIST)

If you need assistance, please contact the Registrar’s Office.
**Processing Steps:**

I. Click the **Worklist** hyperlink to open the **Worklist** page

II. On the **Worklist** page, each pending request will have a data row, including a hyperlink under the **Link** column to access and review that specific request. Clicking these hyperlinks will open the **Grade Change Request Form** page.

III. On the **Grade Change Request Form** page:
   
   A. Use the available radio buttons to either **Approve** or **Deny** each request.

   B. Enter and necessary Comment text. **Please note that all text entered in the Comment section will become a permanent part of the student’s records.**

   C. Click **Submit** to send the request to the next phase of the workflow or cancel it.

   - Approved requests route to the Office of the Registrar, and a notification email is sent to Registrar staff members.
Denied requests end at this point; the faculty member who submitted the request will be able to see that it was denied and will receive a denial notice email (see examples below).

Greetings,

The following grade change request has been denied.

Instructor: [Redacted]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [Redacted] 600
IV. With the exception of Chairs who are also the submitting faculty member for a Grade Change, this is where the process ends.

After submitting a Grade Change, you will receive one of the following email notifications from the Office of the Registrar after they have processed the Grade Change, as described in the faculty section of this document:

The following grade change request has been cancelled by the Registrar's Office.

Instructor: 
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: 

Greetings,

The following grade change request has been approved.

Instructor: 
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: 

600

600
Submitting/Reviewing Grade Change Requests on Behalf of other Faculty

Notes on this functionality:

- It is not automatically available to acting Chairs
- It works only for courses from a Chair’s own Department (e.g. the Accounting Chair cannot use it with Biology courses)
- The Chair, and not the instructor of record, will receive the notification emails

Navigation:

*Curriculum Management > Class Roster > Class Roster*

I. After navigating to the *Class Roster* page, enter the relevant data in the *Term, Subject Area*, and *Catalog Nbr* fields. Click *Search* to pull up the list of matching courses, and note the *Class Section* columns as a quick way to identify the desired section. Click the relevant hyperlink under *Search Results* to open the *Class Roster* page.

- It is also possible to search by *Session* (e.g. Short Summer, 7-Week II, or Regular the Fall/Spring 15-Week ‘main’ sessions), *Class Section*, or other attributes.
II. On the **Class Roster** page, use the hyperlinks under the **Request Grade Change** column to initiate a new **Grade Change Request** following the same steps as when submitting requests for your own courses.

Alternatively, any available **Review Results** or **Pending** hyperlinks can be used to follow up on the status of prior/ongoing requests.