

Grade Changes

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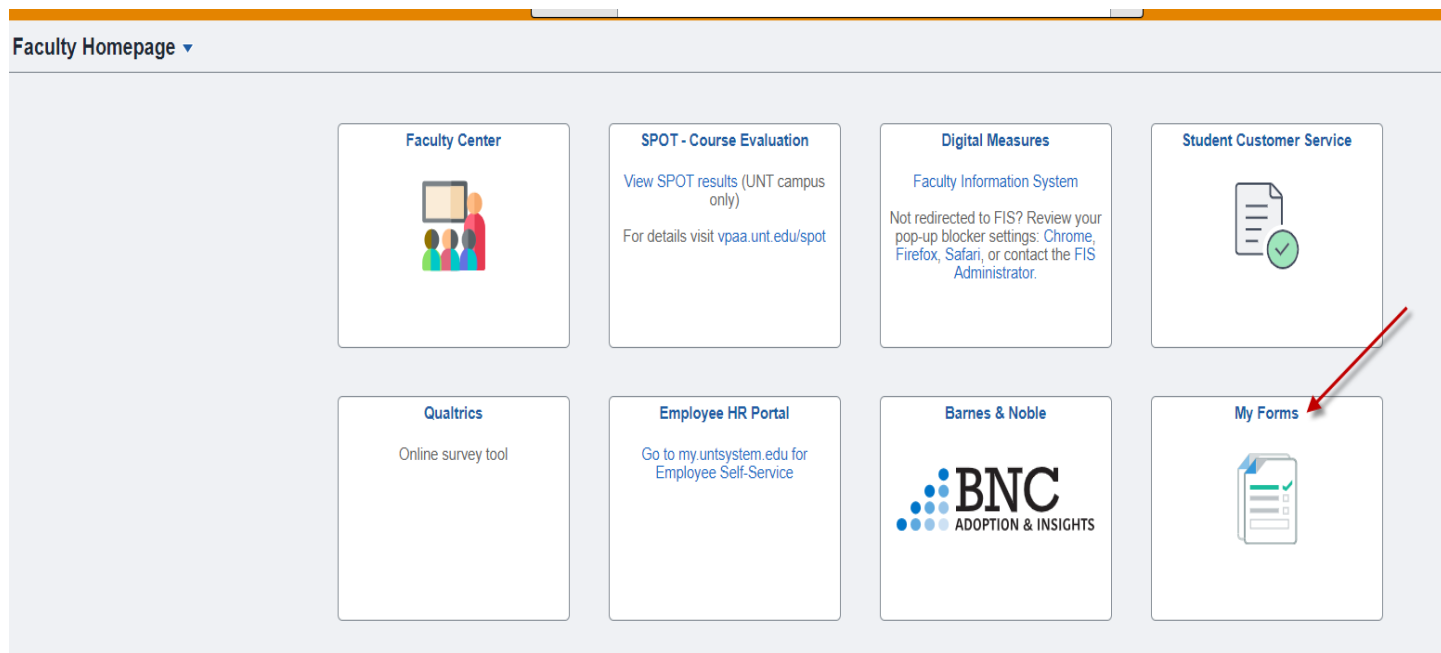
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Background Information

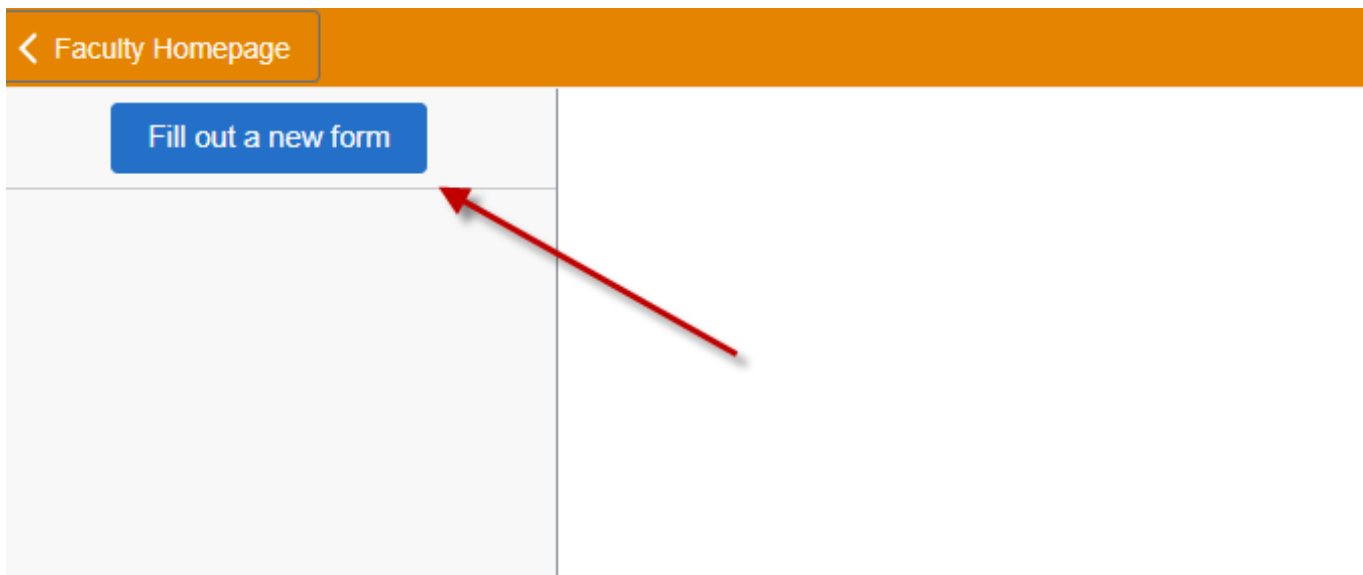
The grade change workflow allows instructors to submit a grade change via myUNT. The form will route for appropriate approvals and will update the grade in EIS upon final approval.

Process in EIS

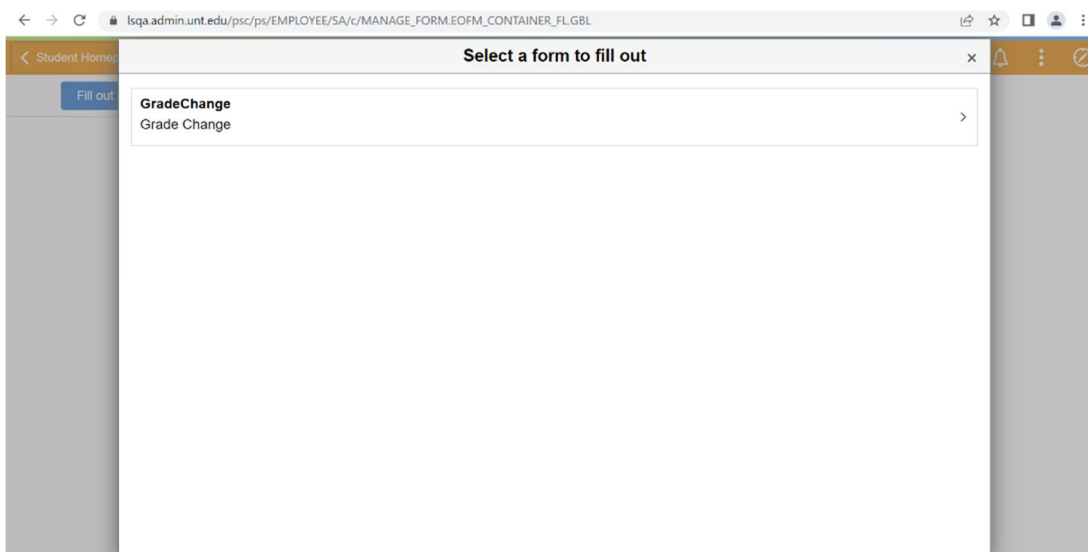
- 1) Login to [myUNT](#) and click on the “My Forms” tab.



- 2) Click on “Fill out a new form” in the top left-hand corner.



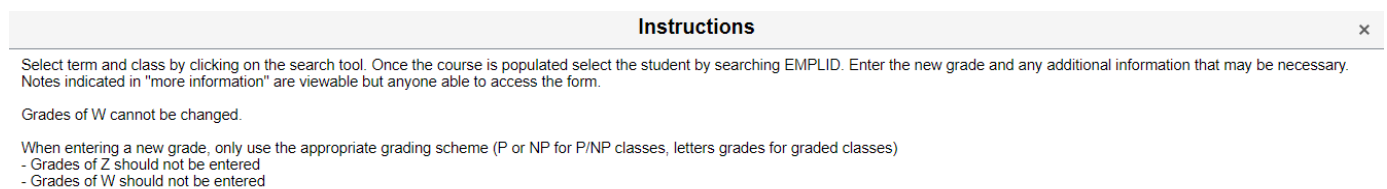
3) Select Grade Change.



4) If needed, instructions for the form can be found by clicking "Instructions" in the top left-hand corner.



The below pop-up message will appear.



- 5) Click the magnifying glass to select your term. Only the terms you have been the instructor of record should appear.

You may also enter the term. Standard term logic is as follows:

- 1st digit= 1 (for UNT)
- 2nd and 3rd digit= Year (ex.- 21; for 2021)
- 4th digit= semester (1=spring, 3=summer, 8=fall)

For example, if I want to use Fall 2022, enter 1228.

Cancel

Lookup

Search for: Term

Search Criteria

Search Results

154 rows

| Term | Description | Short Description |
|------|-----------------------|-------------------|
| 0001 | Admin Term | Admin Term |
| 0002 | Transfer Summary Term | Trans Term |
| 0848 | 1984 Fall | 1984 Fall |
| 0851 | 1985 Spring | 1985 Sprng |
| 0855 | 1985 Summer I | 1985 Sum 1 |
| 0856 | 1985 Summer II | 1985 Sum 2 |
| 0858 | 1985 Fall | 1985 Fall |
| 0861 | 1986 Spring | 1986 Sprng |

- 6) Then click on the magnifying glass to select the course.

Cancel

Lookup

Search for: Class Number

Search Criteria

Search Results

1 row

| Class Nbr | Subject Area | Catalog Nbr | Session | Class Section | Description |
|-----------|--------------|-------------|--------------------------|---------------|-------------------|
| 4748 | BIOL | 1710 | Regular Academic Session | 001 | BIOL SCI MAJORS I |

- 7) Click on the magnifying glass to select the student. The students enrolled in your course should appear for you to select.

Cancel

Lookup

Search for: EMPLID (Student ID Number)

Search Criteria

Search Results

| Empl ID | First Name | Middle Name | Last Name |
|---------|-------------|-------------|-----------|
| 1175418 | Josh | | |
| 1175419 | Jamar | | |
| 1175420 | Cody | | |
| 1175421 | Rebecca-Ann | | |
| 1175422 | Kobe | | |
| 1175423 | Marjorie | | |
| 1175424 | Julie | | |
| 1175425 | Sloan | | |
| 1175426 | Edwin | | |
| 1175427 | Richie | | |
| 1175428 | Jonathan | | |
| 1175429 | | | |

- 8) Once the student is selected, click the magnifying glass to select the new grade you are wanting to assign. Include any information you need to include in the “More Information” text box that may be helpful to approvers. *Note: The previous grade will not populate until you save the form. An attachment should not be necessary.*

Instructions

Description

Grade Change Request

Approval Status

Initial

Created On

Class Information

*Term

1228

Class Information

*Class Number

14969

Student Information

*EMPLID (Student ID Number)

1175418

First Name

Middle Name

Last Name

Email

Credit Hours

Graduation Appl

No

Grade Change

*New Grade

Previous Grade

More Information

Attachments

There is no attachment uploaded.

Add Attachment

Students with a Yes in the “Graduation Appl” field will be reviewed by the Registrar’s Office. Grade changes submitted after a degree has been awarded will not be processed.

Lookup

Search for: New Grade

Search Criteria

Search Results

5 rows

| Grade Input | Description |
|-------------|-------------|
| A | Excellent |
| B | Good |
| C | Fair |
| D | Passed |
| F | Failure |

- 9) Click save, then submit in the top right-hand corner. Once you have submitted the form it should route forward for approval. *Note: If you hit save, it is just saving your progress in case you need to return to the form at a later time. You must hit submit to route the form forward.*

GradeChange

Instructions

Description: Grade Change Request

Approval Status: Initial

Created On: 04/10/2023

Class Information

*Term: 1231

*Class Number: 4748

Student Information

*EMPLID (Student ID Number): 11384237

Degree Level: UGRD

First Name: Graeme

Last Name: Marintura

Middle Name:

Buttons: Save, Preview Approval, Submit

Form Routing Approvals/Denials

The form will be appropriately routed to the department chair (depending on the class) and to the dean's office. If everyone approves the form, the grade change will be processed in EIS automatically within moments of the final approval. A notification email will be sent upon final approval. The student will receive an email notification upon final approval.

If the grade change request was denied at any point in the process a denial notification will be sent via email.

How to see where your form is in the workflow

To see where your form is in the workflow, log in to [myUNT](#). Click on the "My Forms" tile. Here you will see your forms "Pending Approval".

< Faculty Homepage

My Forms

Home

Search

Alert

More

Refresh

Fill out a new form

"View By"

Status

All1

Pending Approval1

Forms

| Form | Description | Approval Status | Created Datetime | Submitted Datetime |
|-------------|----------------------|-----------------|------------------|--------------------|
| GradeChange | Grade Change Request | Pending | 06/30/23 4:39PM | 06/30/2023 4:40PM |

Click on the form. Then hit “Pending Approval” next to the “Approval Status” heading on the top left.

[Instructions](#)
[Cancel Approval](#)

Description: Grade Change Request

Approval Status: [Pending Approval](#)

Created On: 06/30/2023

Class Information

Term: 1231

Class Number: 9475

Student Information

EMPLID (Student ID Number): 1131

Degree Level: UGRD

First Name: Kobe

Middle Name: D.

Last Name:

Email: nobody@unt.edu

Credit Hours: 3

Graduation Appl: Yes

Grade Change

New Grade: A

Previous Grade:

More Information:

Attachments

There is no attachment uploaded.

From here you can see the path the form needs to take in the workflow and where the form currently is. If you need to see the approver for the pending stage, you can click on the arrow in the box and the name(s) of the approver will appear. Click on the name to see contact information.

[Cancel](#)
Approval
[Done](#)

Review/Edit Approvers

GradeChange: 19
Pending

[Start New Path](#)

Pending

Multiple Approvers
Department Chair Approval
06/30/23 4:40 PM

Not Routed

Multiple Approvers
Dean Approval Grade Change

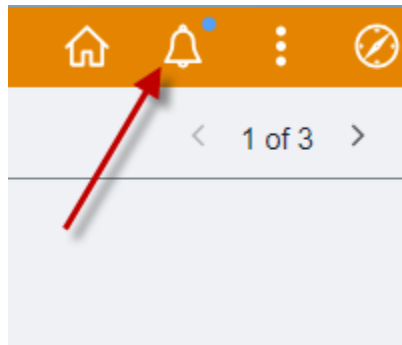
Comments

System at 06/30/23 - 4:40 PM
Requester (alw0390) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)

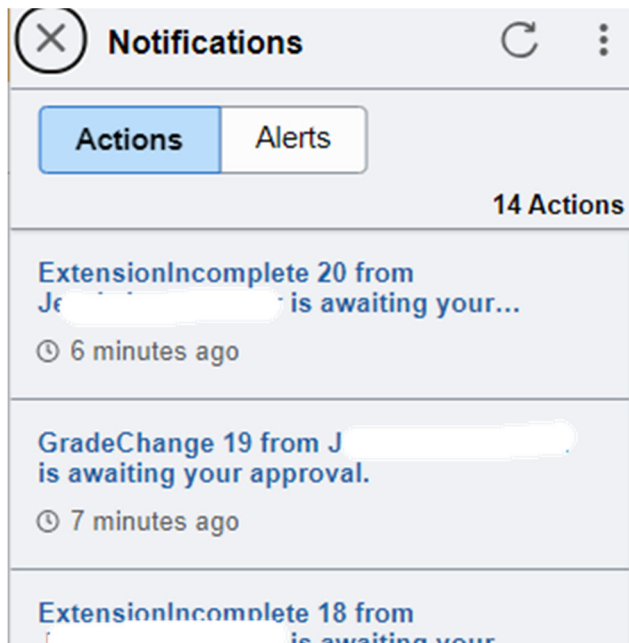
Grade Change Routing

Once an instructor has submitted a grade change it will route for appropriate approval. Approvers can review the form and either approve or deny.

- 1) To view forms, log in to EIS. In the top right-hand corner, you will have notifications under the bell icon.



- 2) When you click on the icon, you will see the list of forms waiting for your review. Click on the form you are wanting to review.



- 3) Instructions for the grade change form can be found by clicking "Instructions" in the top left-hand corner.

[Instructions](#)

Description Grade Change Request
Approval Status Pending Approval

Class Information

The following pop-up message will appear.

Instructions

Select term and class by clicking on the search tool. Once the course is populated select the student by searching EMPLID. Enter the new grade and any additional information that may be necessary. Notes indicated in "more information" are viewable but anyone able to access the form.
Grades of W cannot be changed.
When entering a new grade, only use the appropriate grading scheme (P or NP for P/NP classes, letters grades for graded classes)
- Grades of Z should not be entered
- Grades of W should not be entered

4) Review the form and pertinent information.

- Term
- Class Information
- Student Information
- Is there a graduation application or degree?
- New Grade
- Previous grade

Instructions

DescriptionGrade Change Request

Approval StatusPending Approval

Created On08/23/2023

ApproveDeny

Class Information

Term1231

Class Number13899

Class InformationENGL 1310.0T2

Student Information

EMPLID (Student ID Number)11754149

First NameSassy

Last NameMango

Credit Hours3

Degree LevelUGRD

Middle Name

Email

Graduation ApplNo

Grade Change

New GradeA

Previous GradeD

More Information

Attachments

There is no attachment uploaded.

After you have reviewed the form, select “Approve” or “Deny” in the top right-hand corner. If you hit deny, routing will stop. If you hit approve, the form will route to the next approver or will be processed if you are the last approver.

5) A pop-up box will appear after you hit “Approve” or “Deny”. Insert any comments you wish and then hit submit.

Cancel

Approve

Submit


Comment

If you hit approve, the form will continue routing for additional approval or will go to completion by updating the grade for the student in EIS if you are the last approver. Communication will be sent to the instructor and student upon completion of form. Please be aware that if academic standing will change as a result of a grade change it will not be immediately updated as Registrar's staff will need to review and update.

If you hit deny, the form will immediately stop, and notification & email will be sent.

Student Communication

Once your form has been submitted and processed the student will receive a communication via Commgen to their UNT email address.



B.EMPLID

D.FIRST_NAME:

Your grade has been updated for the course below. Please be aware processing time for updates to GPA and academic standing, if necessary, may take several days to reflect on your transcript.

| Subject | Catalog | Section | Current Grade |
|-----------|---------------|-----------------|----------------------|
| C.SUBJECT | C.CATALOG_NBR | C.CLASS_SECTION | B.CRSE_GRADE _OFF |

For questions about your grade, please contact the instructor of your course. If you have additional questions about your record, please submit a ticket via scrappysays.unt.edu.

Office of the Registrar

Instructor Communication

Once your form has been submitted and processed the instructor will receive a communication via Commgen to their email address.

NSR4905A
2019 Summer
10/23/2019

UNIVERSITY OF NORTH TEXAS
OFFICE OF THE REGISTRAR
OFFICIAL NOTICE OF GRADE CHANGE

TO:
@unt.edu
ACCT 2010 SECTION 001
ACCOUNT PRIN I

The following student(s) had a change to their grade or has dropped your course with a grade of W. If you have any questions please contact the Registrar's Office at (940) 565-2111 .

| Official EMPLID | STUDENT NAME | Effective DATE | Prior GRADE | Official GRADE | HOURS |
|--------------------|--------------|-------------------|----------------|-------------------|-------|
| 1114 | | 10/21/2019 | A | F | 3.00 |

Workflow Communications

Students and instructors will receive an email to their UNT email address only when a grade change is approved.

Requestors will receive either a push notification (bell icon) or email depending on the action that occurred in the workflow.

| <u>Action</u> | <u>Workflow Email</u> | <u>Workflow Push Notification</u> | <u>Max # of Reminders</u> | <u>Hours Between Reminders</u> |
|-------------------|-----------------------|-----------------------------------|---------------------------|--------------------------------|
| On Final Approval | No | No | - | n/a |
| On Final Denial | Yes | Yes | 1 | n/a |

How do I update or gain access?

If faculty or an approver needs access to the Grade Change Workflow, they will need to notify the Registrar's Office.

Contact Information can be found on the [Registrar's Office SharePoint site](#).

What if the instructor is no longer here?

If an instructor has left the university and a grade change needs to be submitted, please reach out to the Registrar's Office for assistance. Contact Information can be found on the [Registrar's Office SharePoint site](#).