Grade Changes

Table of Contents

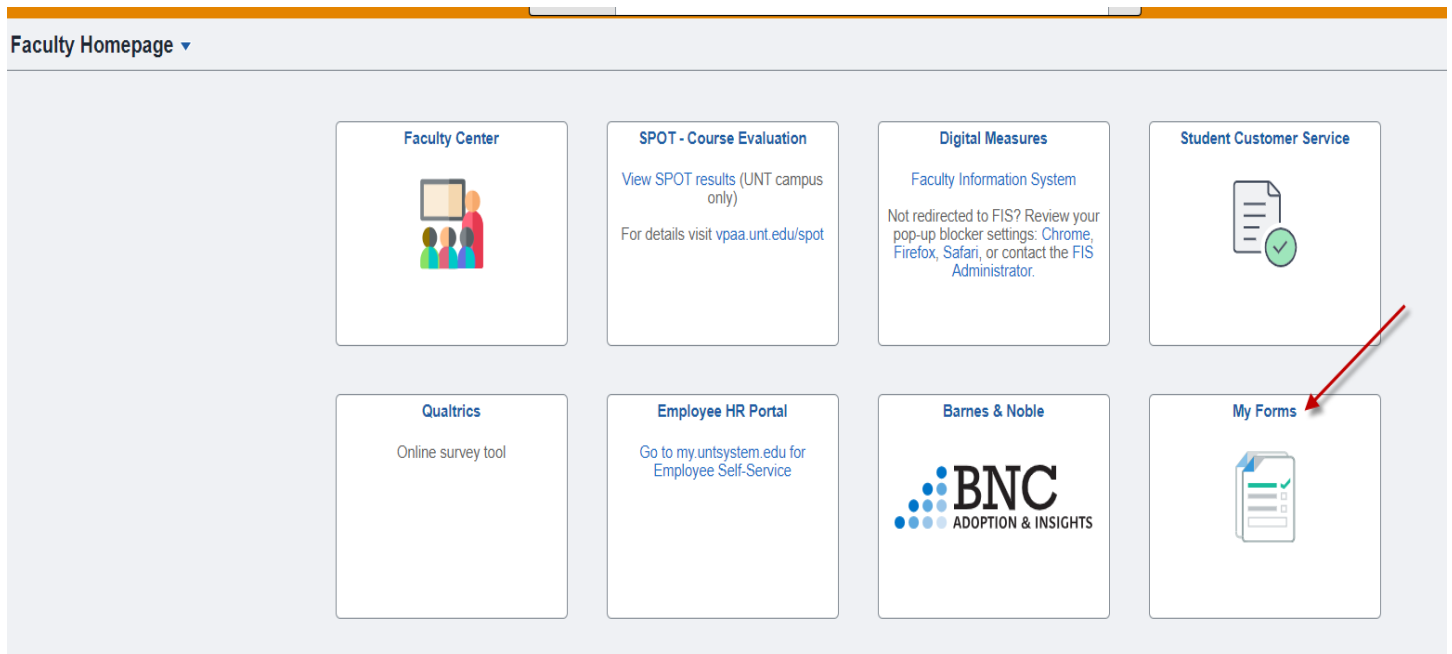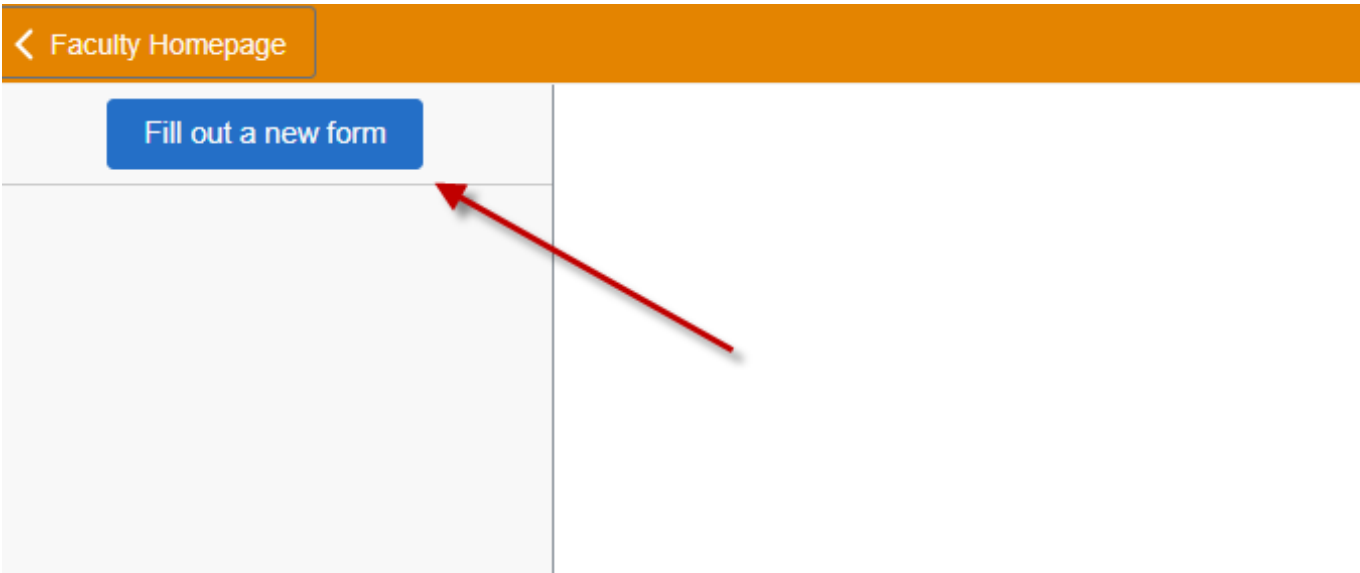## Background Information

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.
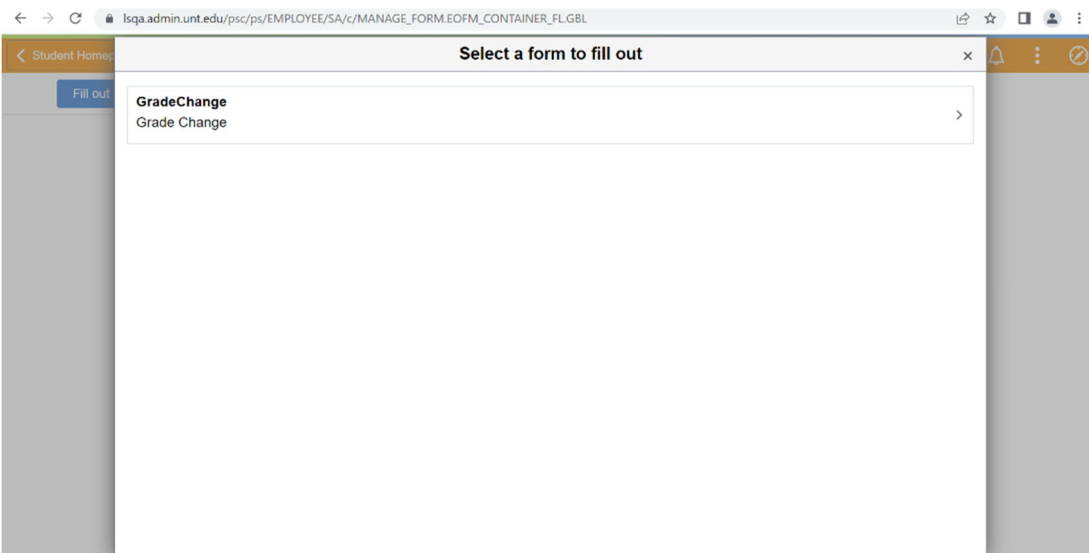
Process in EIS
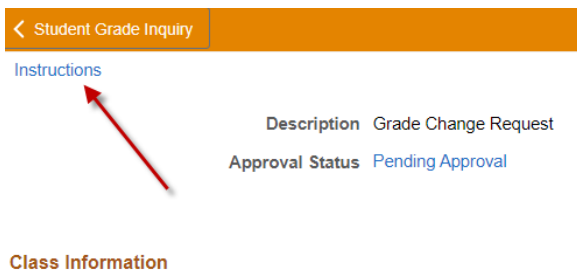
1) Login to myUNT and click on the "My Forms" tab.

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

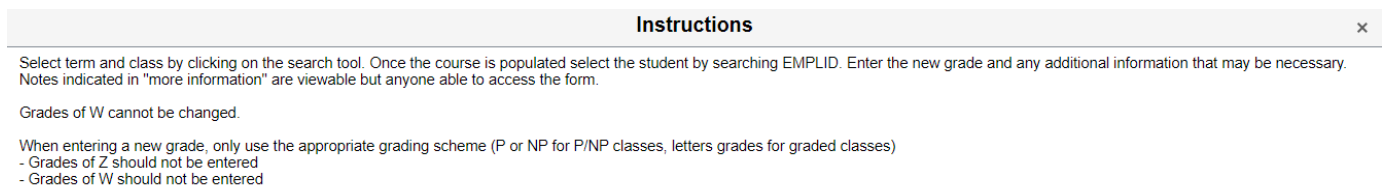Fill out a new form

3) Select Grade Change.

lsqa.admin.unt.edu/psc/ps/EMPLOYEE/SA/c/MANAGE_FORM.EOFM_CONTAINER_FL.GBL

< Student Home

Fill out

Select a form to fill out   ×

GradeChange
Grade Change   >

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

< Student Grade Inquiry

Instructions

Description Grade Change Request

Approval Status Pending Approval

Class Information

The below 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
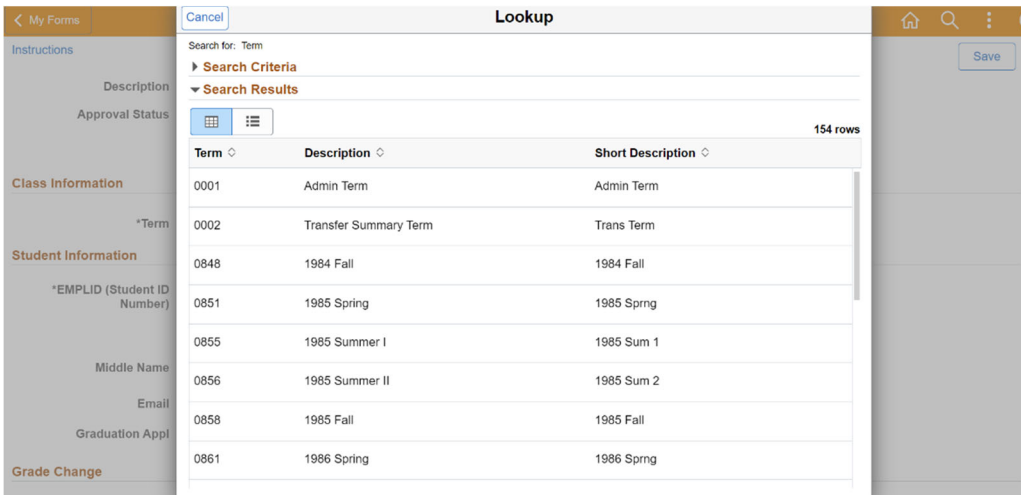- Grades of W should not be entered

5) Click the magnifying glass to select your term. Only the terms you have been the instructor of record should appear.
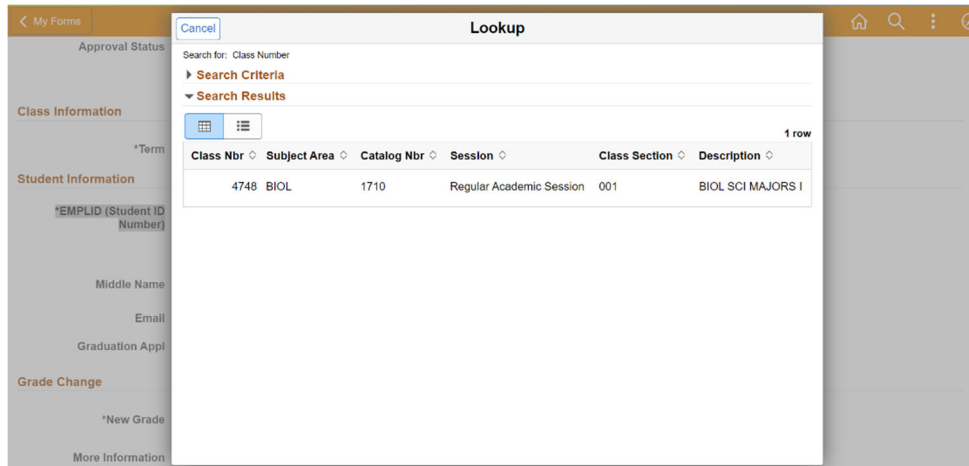
You may also enter the term. Standard term logic is as follows:

- 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.

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

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

Lookup

Search for: EMPLID (Student ID Number)
▶ Search Criteria
▼ Search Results

Empl ID ◇	First Name ◇	Middle Name ◇	Last Name ◇
	Josh		
	Jamar		
	Cody		
	Rebecca-Ann		
	Kobe		
	Marjorie		
	Julie		
	Sloan		
	Edwin		
	Richie		
	Jonathan		

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) 11754148   Degree Level
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.

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.**

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".

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

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.

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.

The following pop-up message will appear.

4) Review the form and pertinent information.
   - Term
   - Class Information
   - Student Information
   - Is there a graduation application or degree?
   - New Grade
   - Previous grade

Instructions   Approve   Deny

| Description | Grade Change Request | | |
| Approval Status | Pending Approval | Created On | 08/23/2023 |

Class Information

| Term | 1231 | Class Information | ENGL 1310.0T2 |
| Class Number | 13899 | | |

Student Information

EMPLID (Student ID Number)	11754149	Degree Level	UGRD
First Name	Sassy	Middle Name	
Last Name	Mango	Email	
Credit Hours	3	Graduation Appl	No

Grade Change

| New Grade | A | Previous Grade | D |
| 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.

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, make 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.

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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 .


                        Effective   Prior      Official
Official
EMPLID     STUDENT NAME    DATE      GRADE      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.

Action	Workflow Email	Workflow Push Notification	Max # of Reminders	Hours Between Reminders
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.