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### Overview

This document provides instructions for how Level 1 and Level 2 Grade Change Approvers can access the PeopleSoft Grade Change Request page and manage/approve grade changes.

Faculty and Roster Contacts can request a grade change for any grade roster that is complete. Grade changes must be approved at the department level (Level 1 Approver) and at the college level (Level 2 Approver). If approved at both levels, the grade is posted to the student's transcript and the student receives an email notification of the change.



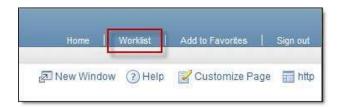
## Level 1 and Level 2 Grade Change Approval Process

**Step 1:** When a grade change is submitted for approval, you will receive an email in your inbox from <u>registrar@asu.edu</u>. The subject of the email will include the text "Pending Grade Changes for...." and indicate the course title. Click on the link provided in the email to access the PeopleSoft Grade Change Request screen.



**Note:** In addition to accessing the PeopleSoft Grade Change Request screen by clicking on the emailed link, you can also navigate to the screen via <u>https://cs.oasis.asu.edu</u> or by clicking on the **PeopleSoft CS** link on your <u>My ASU</u> page.

Step 2: Once you have logged into PeopleSoft, click on the Worklist link (upper right corner of screen).



**Step 3:** Your Worklist will display a list of classes that have grade change requests pending. Select the class you would like to work on by clicking on the **class link**.

Worklist for c		× . *				Class link			
Detail View			Work List Filters:		▼ S eed -				
Worklist	=				<u>Customiz</u>	e   Find   View All   💆   🔠 🛛 F	rst 🖾 1 of 1 🖸 La		
From	Date From	Work Item	Worked By Activity	Priority	Link				
No. 2 Mar (17 Marsh)	08/31/2012	Level 1 Worklist	ASU_GRADE_CHANGE_ENTRY		TCL - 101 - 2121 - 10287	Mark Worked	Reassign		
ka ing Silanti	08/31/2012	Level 1 Worklist	ASU_GRADE_CHANGE_ENTRY	-	TCL-212 - 2287 - 10288	Mark Worked	Reassign		



**Step 4:** Pending grade change requests for the selected class will display for your approval/denial. The **Grd Chg Status** column will indicate a status of **Requested**.

Faculty Center							
Grade Chang	e Request						
▼ Grade Roster	Information						
Course	TCL 101	Academic Institution	Arizona State Unive	rsity			
Title	Intro Transbrdr Chicana/o Stud	Term	2012 Spring				
Class Number	10287	Session	Session C				
Class Section	1001	Career	Undergraduate				
Component	Lecture	Instructors	Receipt (Respire)				
			Change				
Grd Chq Status Emr	ol ID Name	<u>Enrollm</u> <u>Statu:</u>	ent Official Grade	<u>Grade Change/Approval/Denial</u> <u>Reason</u>	Requested/Approved /Denied By	Action Date/Time	
Requester -		Enrolled	I A			08/31/2012 12:01PM	

**Step 5:** Under the **Grd Chg Status** column, click on the status menu drop down arrow to select the appropriate status.

### If you are a Level 1 Approver, select one of the following options:

L1 Apprvd - approve requested grade change Denied - deny requested grade change

### If you are a Level 2 Approver, select one of the following options:

L2 Apprvd - approve requested grade change Denied - deny requested grade change

Faculty Cente	er								
Grade Chang	e Requ	iest							
🕶 Grade Roster	Informa	tion							
Course Title Class Number Class Section Component	TCL 10 Intro Tr Stud 10287 1001 Lecture	ransbrdr Chicana/o	Academ Institut Term Session Career Instruct	ion 20 Se Ur	012 Spri Insion C Indergrad		ersity		
Grei Cheg Status Emi	eLID	Name			Official Grade		Grade ChangelApproval/Denial Reason	Requested/Approved (Denied By	Action Date/Time
Requeste			Enro	olled	1	A		1000	08/31/2012 12:01PM
Denied Enri Rost Erro L1 Apprvd L2 Apprvd Requested Successfully Chan		DENIT							



**Step 6:** After selecting the appropriate grade change status, you will have the opportunity to enter a brief comment indicating the reason for the selected status in the **Grade Change/Approval/Denial Reason** field. Denials REQUIRE a reason/comment. A reason/comment is encouraged for approvals as well. Click **Submit.** 

Faculty Ce	Faculty Center									
Grade Cha	Grade Change Request									
▼ Grade Ros	ter Inform	ation								
Course Title Class Numbe Class Section Component	Stud 10287	Fransbrdr Chicana/o	Institution Term Session	2012 Spr Session ( Undergra	c	versity				
<u>Grd Chq</u> <u>Status</u>	Empl ID	Name	<u>Enrollmen</u> <u>Status</u>	t Official Grade	<u>Change</u> <u>Grade</u> <u>To</u>		nge/Approval/[	<u>Denial</u>	<u>Requested/Approved</u> /Denied By	Action Date/Time
L1 Apprvd 👻	1	Res 6 6 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Enrolled	I	Α					08/31/2012 12:01PM
View Worklis										

**LEVEL 2 APPROVERS:** After you click **Submit**, the grade change status will update to **Success** and the updated grade will immediately post to the student's record. The student will be sent an email indicating that the change has been made. If you see Errors on the class, click on the Errors link and review the message. Contact University Registrar Services at <u>registrar@asu.edu</u> or 480-965-7302 if you need assistance.

🕶 Grade	e Roster In	formation							
Course Title Class N Class S	i A I lumber 1	FR 210	Academic Institution erican Studies Term Session Career	Arizona State I 2012 Spring Session C Undergraduate		ty			
Compo	ment L	ecture	Instructors	C					
	Grd Chg Status	Empl ID	Name	Enrollment Status	t Official Grade		Grade Change/Approval/Denial Reason	Requested/Approved/Denied By	Action Date/Time
Success	Successfully Changed	120	M	Enrolled	в		approved	C Internet	10/15/2012 10:32A
	Successfully Changed	120 94259	Si motecimilite dan ad	Enrolled	в		approved	c mail a magnet	10/15/2012 10:32A
-	Denied	120	Second Charles	Enrolled	с	в	denied - ex cred not enough to justify grade change	C mark of Same	10/15/2012 10:31A



**Step 7:** Select your next worklist action from the available options.

関 View Worklist	↑ Previous in Worklist	<b>↓</b> Next in Worklist

**Step 8:** When all the grade change requests for the selected class have been approved or denied, the class will be removed from your worklist. Classes will remain on your worklist until you have processed all of the grade changes for the class.