Faculty Grade Change Workflow

Upon logging into GWeb, navigate to the “Faculty Menu” tab.

Once on the “Faculty Menu” tab, you will see a link for “Request Grade Change”. Click here to access the Request Grade Change Workflow.
This will open the “Request Grade Change” workflow where you will enter the GWid for the Instructor of the course.

Then click “Next”.

On the page, you will now enter following information as it relates to the grade you are requesting a change for; Term, CRN, and Student GWid. Once filled in, click “Next”.
A page will then be presented showing the current grade assigned, the student listed in the course and term as listed. The page will also display the original grade that was assigned.

The following **required** fields must be completed: “New Grade” and “Grade Change Reason”. Both are drop down selections. The “Notes” and “Optional Approval” fields are **not** required.

**Optional Approval** will likely only be used for co-taught courses where both instructors would like to approve a grade change or in the case of specific Schools where it is required.

**Notes**: This field can be used to provide any explanation or information which the Dean's Office approver might need prior to making a determination.

Once completed, click “Next”.

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![Request Grade Change Form](image-url)
You will then see a page that indicates your Request has been created. To submit your requested grade change you **must** click “Close”. This will finalize your submission.

**Please note:** if you close the window or use the back button, this will **not** submit your grade change request. You must click “Close”

![Request has been Created](image)

After clicking “Close”, your grade change request has been submitted and you will receive a confirmation email. You will also receive an email when a final determination has been made and is applicable, the grade has been changed.

You will also see the following page where you can view the grade changes you have submitted and their status by clicking “Participated” on the left menu pane.

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