

# Departmental and College Approval of Grade Changes in SIS

Instructions:


Navigation:

Student Information Systems > Faculty Services > Worklist

OR

Student Information Systems > Worklist

Grade Changes awaiting your review and approval will reside on your worklist. Click the link associated with the grade change (highlighted with the red box below) in order to approve/deny the Grade Change Report.



Worklist for #152062434: Kenneth S. Zepeda

[Detail View](#) Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link		
Department Acceptance	09/15/2009	Department Acceptance	Grade Change Submit	<input type="text"/>	<a href="#">Department Acceptance</a>	Mark Worked	Reassign
Department Acceptance	09/15/2009	Department Acceptance	Grade Change Submit	<input type="text"/>	<a href="#">Department Acceptance</a>	Mark Worked	Reassign

The grade Change Report will display the current official grade and new grade submitted by the instructor as well as the comments/explanation of the grade change provided by the instructor.

You can add additional comments by clicking the “Add Comments” button. Approve or deny the request by clicking the appropriate button.

**Grade Change Data** Find | View All First 1 of 1 Last

Sequence Nbr 0

**STUDENT INFORMATION**  
Completed/Courses/Sections 000 (0/0/0)

**COURSE INFORMATION**  
CRSE SESS SESS Public/Spending

**Official Grade** **New Grade** **Status**  
A A- Dept Pending

**INSTRUCTOR INFORMATION**  
Submitted by Date  
09/23/2009 12:16PM

**Comments** Find First 1 of 1 Last

Seq	Date	Type	Instructor	By
0	09/23/2009			

**Explanation**  
Incorrect calculation.

Add Comment

Approve Deny

[View Worklist](#)

Detailed Information:

- Grade Change requests will be electronically routed to the appropriate personnel at the departmental level and then the college level for approval. Grade Change Requests for graduate level courses will also route to the graduate school for final approval.
- Once final approval is received (from the college or the Graduate School as appropriate), the new grade will be posted overnight.
- Denied requests will result in an email notification to the instructor
- Requests that have been approved or denied will move off your worklist and the worklist of any other personnel who share in this work at your approval level.
- You will be notified by email of any requests that have been pending for three days.
- Instructors can view the status of Grade Change Requests they submitted by selecting the Grade Change Request link from their class roster and referring to the Status field.

**Dept Pending:** The department has not made a decision on the grade change.

**College Pending:** The department has approved the grade change and it is awaiting college approval.

**Grad School Pending:** The department and college have approved the grade change and it is awaiting graduate school approval.

**Denied:** Grade change denied at the departmental or college level. You will receive an email on the denial in addition to the status updating on the grade change.

**Approval:** When approved at the college level. An overnight process will update the grade on the student's record and the status will move to completed.

**Completed:** The grade change is complete and the new grade has been posted. The new grade will be reflected as the official grade on the grade roster and the student's transcript.

**Canceled:** The grade change was cancelled by the instructor prior to approval.