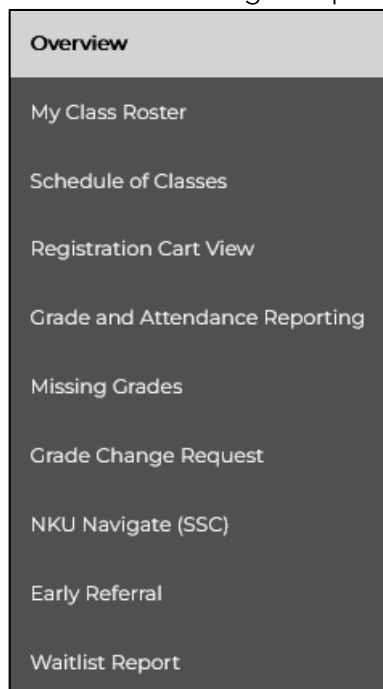


Grade Change Request

An Instructor may perform this procedure if a Grade Change Request for a specific student or specific course needs to be submitted after the Grading Window has closed. This electronic process is available for both undergraduate and graduate students. Chase College of Law faculty are still required to notify their Dean for any grade change requests as they will not be using this electronic process. Please note that this access is only available for Faculty and access will not be approved for Staff.

1. Log in to myNKU and select the Student Administration tab.
2. Click "Grade Change Request".



3. Select the Academic Period.

Academic Period: 2013-2014 Fall

Classes

Year	Session
2013-2014	2013-2014 Fall
2013-2014	2012-2013 Summer
2013-2014	2012-2013 Spring
2013-2014	2012-2013 Winter
2013-2014	2012-2013 Fall
2013-2014	2011-2012 Summer
2013-2014	2011-2012 Spring
2013-2014	2011-2012 Winter

4. Select the appropriate course, then click "Next".

Classes

Year	Session	Module	Description	Section	First Addnl Desc.
2012-2013	Spring	PSC 100	American Politics - SB	SECTION 007	
2012-2013	Spring	PSC 110	Political Ideas	SECTION 001	
2012-2013	Spring	PSC 305	The Judicial Process	SECTION 001	
2012-2013	Spring	PSC 307	Constitutional Law	SECTION 001	
2012-2013	Spring	PSC 308	Civil Liberties	SECTION 001	

Previous Next

5. Enter the correct grade in the Grade Change column.

1 Select Class 2 **Edit Grades** 3 Review and Submit 4 Completed

Previous Next Previously Submitted Requests

Deadline Passed Total: 39

Grades

2012-2013 - Spring - PSC 110 - Political Ideas - SECTION 001

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade Change Reason	Comment
100		B				
100		A				
100		C-				
100		B				
100		B				
100		D				

- The new grade, "Vanishing F" is now available to assign. If you assign "VF" as the grade, then you must provide "Last Day Attended".


View: [Standard View] Print Version Export


Student Num...	Student Name	Grade	Scale	Booking Date	Last Day Attended
100213326	Billups, Jalen	VF	UREG	07/26/2022	07/27/2022


6. Select the Grade Change Reason from the available options.
7. Enter a comment if required. The "Comment" field will allow up to 120 characters.
 - A comment is required if the "Grade Change Reason" selected is "Other – Comment Required" or if the grade change request is submitted after the midterm of the next full semester.
 - If a Lock Reason is displayed, that grade is not eligible to be changed

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade
1001	[REDACTED]	B		Student has graduated.	
1001	[REDACTED]	C		Student has graduated.	
1001	[REDACTED]	C+			
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	F			
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	B		Student has graduated.	
1001	[REDACTED]	C-		Student has graduated.	
1001	[REDACTED]	D+			
1001	[REDACTED]	F			
1001	[REDACTED]	C			
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	C			
1001	[REDACTED]	A		Student has graduated.	
1001	[REDACTED]	F			
1001	[REDACTED]	F		Repeat Excluded	
1001	[REDACTED]	C		Student has graduated.	
1001	[REDACTED]	B+		Student has graduated.	

8. Click Next.
 - If required fields were omitted, an error message will be appear indicating the missing information.


 Student 100[REDACTED] Comment Required - Grade Change Request has passed deadline.
 - If a grade change request has already been submitted for the same student in this section and not yet processed by the Office of the University Registrar, an error message will display.

 Please check your previously submitted requests.

 Student 100[REDACTED]: Student selected already has an open Grade Change Request.

 - Click "Previously Submitted Requests".

Previously Submitted Requests
 - Click the Details hyperlink

 Details
 - The previously submitted grade change will display in a new window.
 - Click OK to close the Request Details window.

Grade Change Request

Request Details

Student Number	Name	Grade Symbol	Grade Change	Reason	Comment	Approve/Reject	Reject Comment
100		B	B-	Calculation Errors			

OK

- If the previously submitted grade change request should be processed for the student, click OK to close the Grade Change Request window

Note: To cancel the previously submitted grade change, click Cancel and then click OK

Submitted Workflow Requests

Work item text	Status	Creator	Cancel Request	Details?
Grade Change Request for PSC 110 (Political Ideas) SECTION 001	COMPLETED	USEHPCMTEST1		Details
Grade Change Request for PSC 110 (Political Ideas) SECTION 001	STARTED	USEHPCMTEST1	Cancel	Details

OK

- Click "Submit" to begin the Workflow.

Requests

2012-2013 - Spring - PSC 110 - Political Ideas - SECTION 001

Student Number	Name	Final Grade	Grade Chan...	Reason	Comment
10		B	B+	Completion of Outstandin...	Turned in extra credit assignment

Previous Submit

- A confirmation message will display after submitting the grade change request.

1 Select Class 2 Edit Grades 3 Review and Submit 4 **Completed**

You have successfully submitted a request to change 1 of 39 grades. Additional information will be sent to your NKU email.

Previous Submit