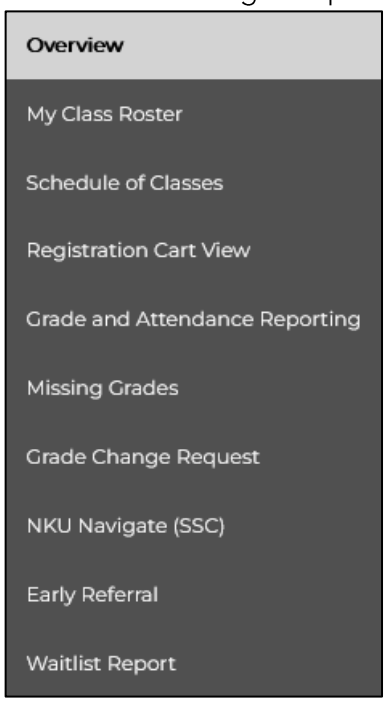
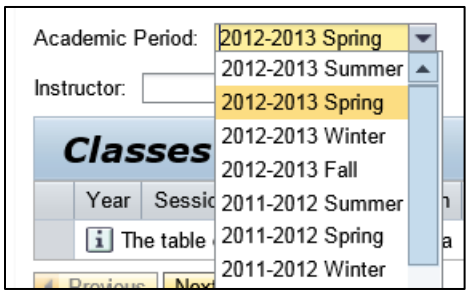
Grade Change Request on Behalf of Faculty

A Department Chair or College Dean may perform this procedure if a Grade Change Request for a specific student or specific course needs to be submitted on behalf of the faculty, 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 Department Chairs and College Deans and access will not be approved for Staff.

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

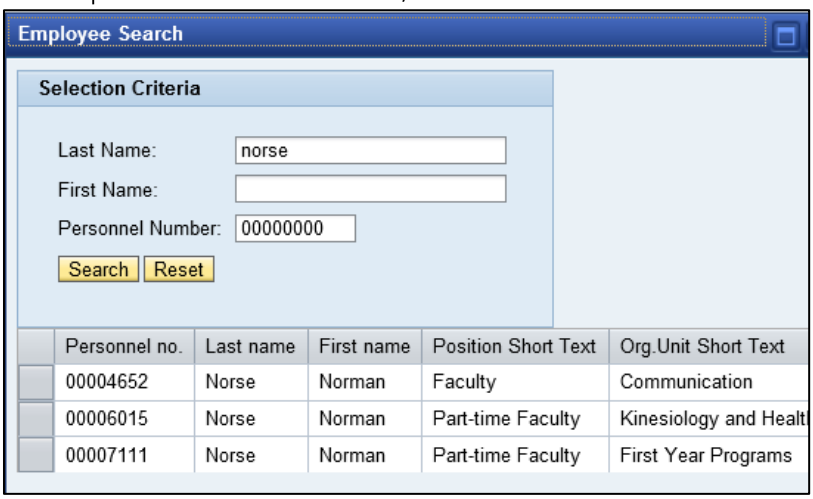


1. Select the Academic Period.

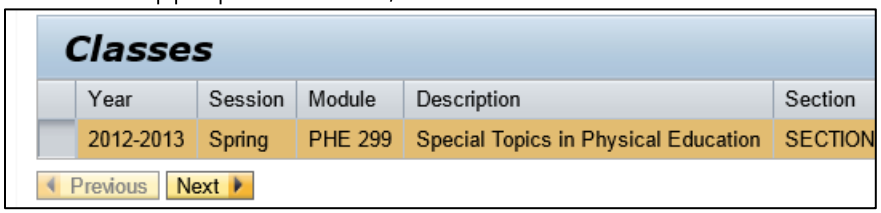


2. Enter the instructor's Last Name, then press "Enter" on the keyboard.

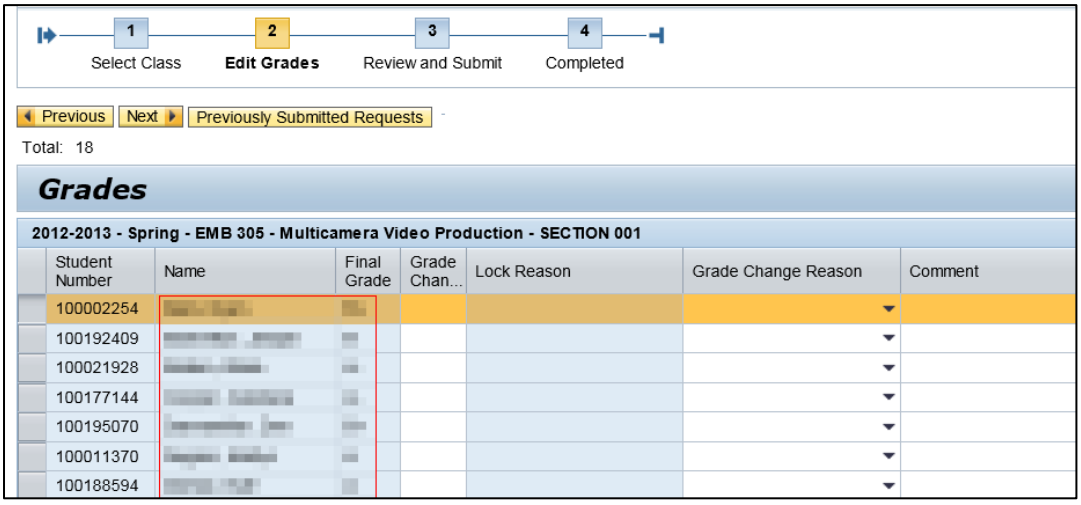
   - If multiple instructors are listed, select the desired instructor from the list



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

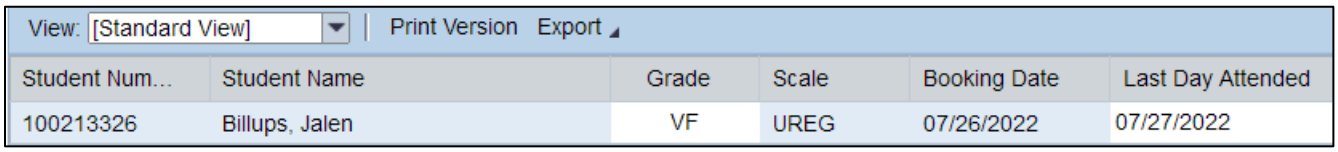


- Students enrolled in the course will display in the Grades grid.



4. Enter the correct grade in the "Grade Change" column.

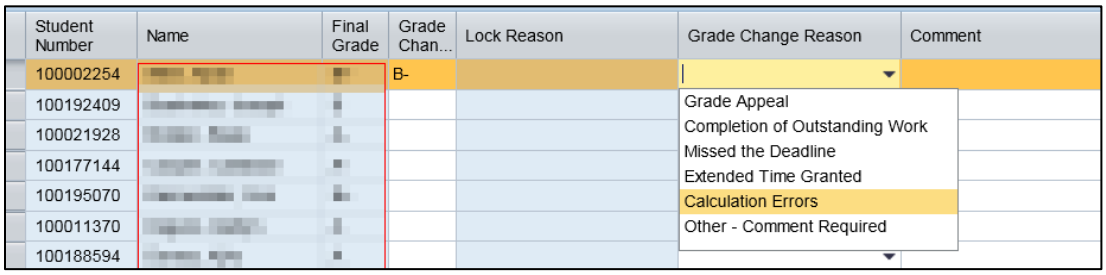
   The new grade, "Vanishing F" is now available to assign. If you assign "VF" as the grade, then you must provide "Last Day Attended".



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

5. Select the "Grade Change Reason" from the available options.
6. Enter a comment if required. The "Comment" field will allow up to 120 characters.

   Note: 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

Grades

2009-2010 - Fall - EMB 110 - Introduction to Mass Media - 11148-001

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade
100005963		B		Student has graduated.	
100021732		C		Student has graduated.	
100002949		C+			
100184941		A		Student has graduated.	
100003721		F			
100025376		A		Student has graduated.	
100181109		A		Student has graduated.	
100007460		B		Student has graduated.	
100031679		C-		Student has graduated.	
100031387		D+			
100028282		F			
100021802		C			
100021332		A		Student has graduated.	
100031820		A		Student has graduated.	
100035146		C			
100006336		A		Student has graduated.	
100179322		F			
100000645		F		Repeat Excluded	

7. Click Next.

- If required fields are omitted, an error message will be displayed indicating the missing information.

Student 100009701: Comment Required - Grade Change Request has passed deadline.

Student 100009701: Grade Change Reason is required.

- 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.

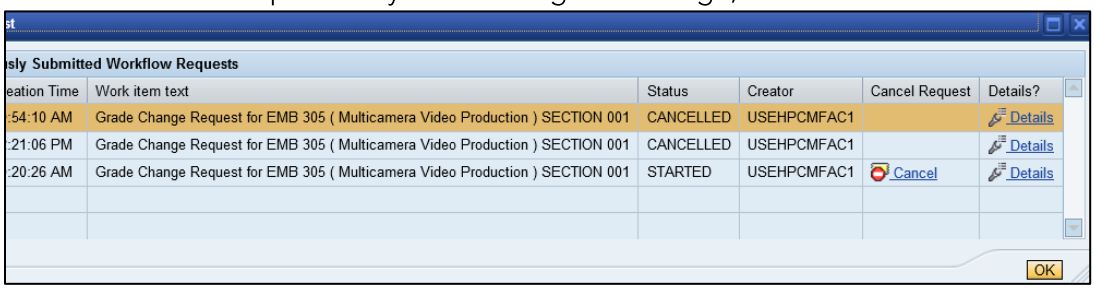
  - Click "Previously Submitted Requests".
  - Click the "Details" hyperlink.
  - The previously submitted grade change will display in a new window.
  - Click OK to close the Request Details window.

Request Details

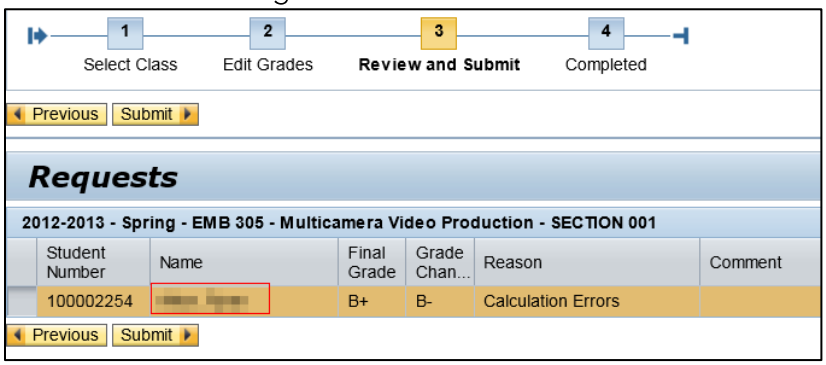
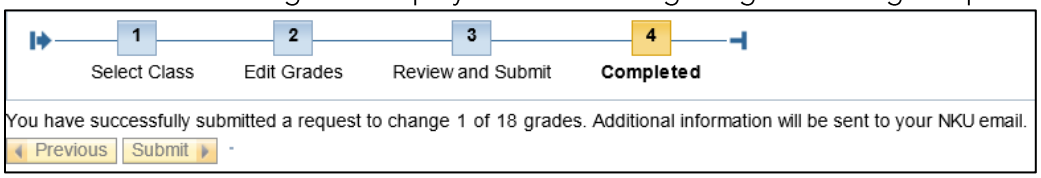
Student Number	Name	Grade symbol	Grade Change	Reason	Comment	Approve/Reject	Reject Comment
100002254		B+	B-	Calculation Errors			

  - 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.



8. Click "Submit" to begin the Workflow.



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