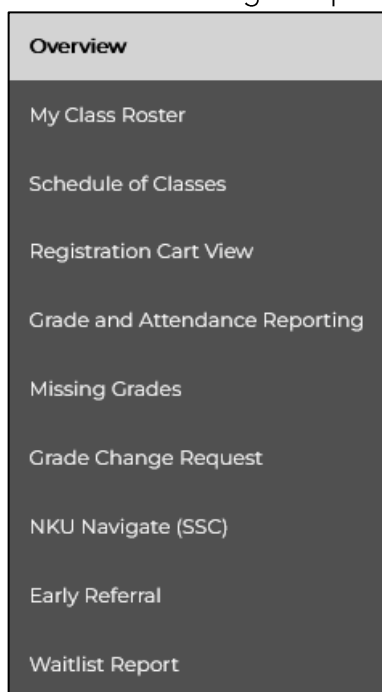


Grade Change Request on Behalf of Faculty

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".



Questions?

Contact the [IT Help Desk](#) online or call (859) 572-6911.

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

Personnel no.	Last name	First name	Position Short Text	Org. Unit Short Text
00004652	Norse	Norman	Faculty	Communication
00006015	Norse	Norman	Part-time Faculty	Kinesiology and Health
00007111	Norse	Norman	Part-time Faculty	First Year Programs

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

Year	Session	Module	Description	Section
2012-2013	Spring	PHE 299	Special Topics in Physical Education	SECTION

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

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

Previous Next Previously Submitted Requests

Total: 18

Grades

2012-2013 - Spring - EMB 305 - Multicamera Video Production - SECTION 001

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade Change Reason	Comment
100002254	[REDACTED]	[REDACTED]				
100192409	[REDACTED]					
100021928	[REDACTED]					
100177144	[REDACTED]					
100195070	[REDACTED]					
100011370	[REDACTED]					
100188594	[REDACTED]					

- 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".

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

- Select the "Grade Change Reason" from the available options.
- 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.

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade Change Reason	Comment
100002254	[REDACTED]	B-				
100192409	[REDACTED]				Grade Appeal	
100021928	[REDACTED]				Completion of Outstanding Work	
100177144	[REDACTED]				Missed the Deadline	
100195070	[REDACTED]				Extended Time Granted	
100011370	[REDACTED]				Calculation Errors	
100188594	[REDACTED]				Other - Comment Required	

Questions?

Contact the [IT Help Desk](#) online or call (859) 572-6911.

- 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.
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- 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.

Creation Time	Work item text	Status	Creator	Cancel Request	Details?
5:40:10 AM	Grade Change Request for EMB 305 (Multicamera Video Production) SECTION 001	CANCELLED	USEHPCMFAC1		Details
2:21:06 PM	Grade Change Request for EMB 305 (Multicamera Video Production) SECTION 001	CANCELLED	USEHPCMFAC1		Details
2:20:26 AM	Grade Change Request for EMB 305 (Multicamera Video Production) SECTION 001	STARTED	USEHPCMFAC1	Cancel	Details

8. Click "Submit" to begin the Workflow.

1

Select Class

2

Edit Grades

3

Review and Submit

4

Completed

Previous

Submit

Requests

2012-2013 - Spring - EMB 305 - Multicamera Video Production - SECTION 001

Student Number	Name	Final Grade	Grade Chan...	Reason	Comment
100002254	[REDACTED]	B+	B-	Calculation Errors	

Previous

Submit

9. 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 18 grades. Additional information will be sent to your NKU email.

◀ Previous Submit ▶