Grade Change Request Approval

Location:

      myNKU: Universal Worklist

Purpose: A Department Chair and possibly the College Dean will need to perform this procedure in order to approve Grade Change Requests submitted by faculty. Once approved the requests will be forwarded electronically to the Office of the University Registrar for processing.

Faculty initiators will enter the grade change electronically through Student Administration → Faculty Services and approvals will be processed electronically via Universal Worklist (UWL) tab in myNKU. Approvals for grade changes will occur at each level as needed up to the Office of the University Registrar. Approvals for grade changes are completed by the Department Chair and possibly by the College Dean.

Please note the approval process is the same for the Department Chair and College Dean.

Grade Change Type	Required Approval(s)
Incomplete (I) → Letter Grade Not Reported (NR) → Letter Grade Graduate Incomplete (X) → Letter Grade	• Department Chair approves o Request is routed to the Office of the University Registrar for processing.
Letter Grade → Letter Grade	• Department Chair approves • Dean of the College approves o Request is then routed to the Office of the University Registrar for processing.

1. Log into myNKU.
2. Select the Universal Worklist (UWL) tab.
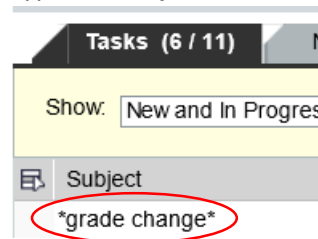3. On the Tasks tab, locate the grade change request you wish to review.
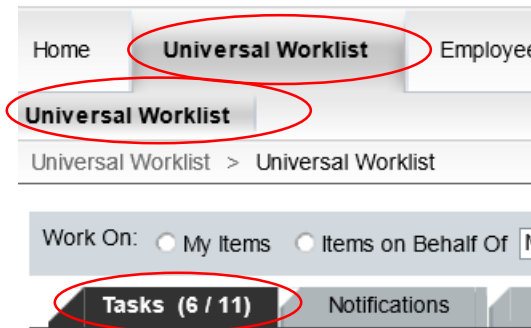
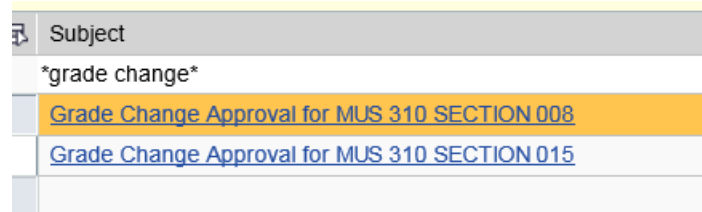- Filtering on the subject with "*grade change*" will quickly allow only grade change requests to be displayed

  - o Click the Filter icon on the Tasks tab

  - o Type the subject for which you wish to search with the use of the wildcard
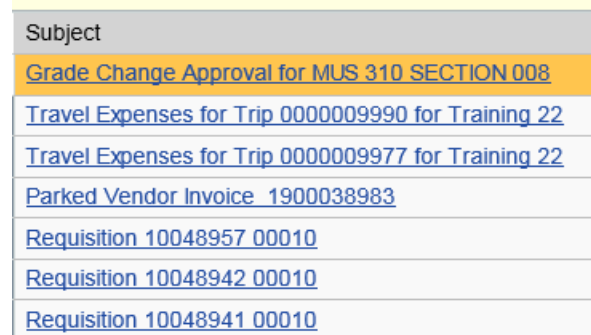
    Tasks (6 / 11)

    Show: New and In Progres

    Subject

    grade change

  - o Hit Enter on the keyboard for the filter to take effect
  - o Only grade change requests are now displayed

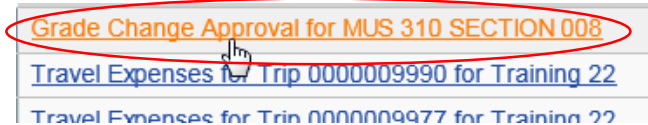 | Subject |
    |---|
    | *grade change* |
    | Grade Change Approval for MUS 310 SECTION 008 |
    | Grade Change Approval for MUS 310 SECTION 015 |

  - o Click the Filter icon again to close the filter search

  - o All items that require action are now displayed

Subject
Grade Change Approval for MUS 310 SECTION 008
Travel Expenses for Trip 0000009990 for Training 22
Travel Expenses for Trip 0000009977 for Training 22
Parked Vendor Invoice 1900038983
Requisition 10048957 00010
Requisition 10048942 00010
Requisition 10048941 00010

4. Click the subject hyperlink (the underlined portion) to open the grade change.

Grade Change Approval for MUS 310 SECTION 008
Travel Expenses for Trip 0000009990 for Training 22
Travel Expenses for Trip 0000009977 for Training 22

- A new window will open displaying the student(s) and grade change information

5. The approver is able to review each line separately by using the dropdown under the Approve column.

Note: If a grade change will be rejected, a Rejection Reason is required. The faculty and student will receive an email stating the grade change has been rejected and the rejection reason will be displayed. Please see the Appendix for examples of the email.

OR

If all changes will be approved, click Approve All which is located just outside the Requests grid.

Note: Clicking Approve All does not change a rejected grade change. Additionally, if the Department Chair rejects the request, the College Dean cannot override the rejection.
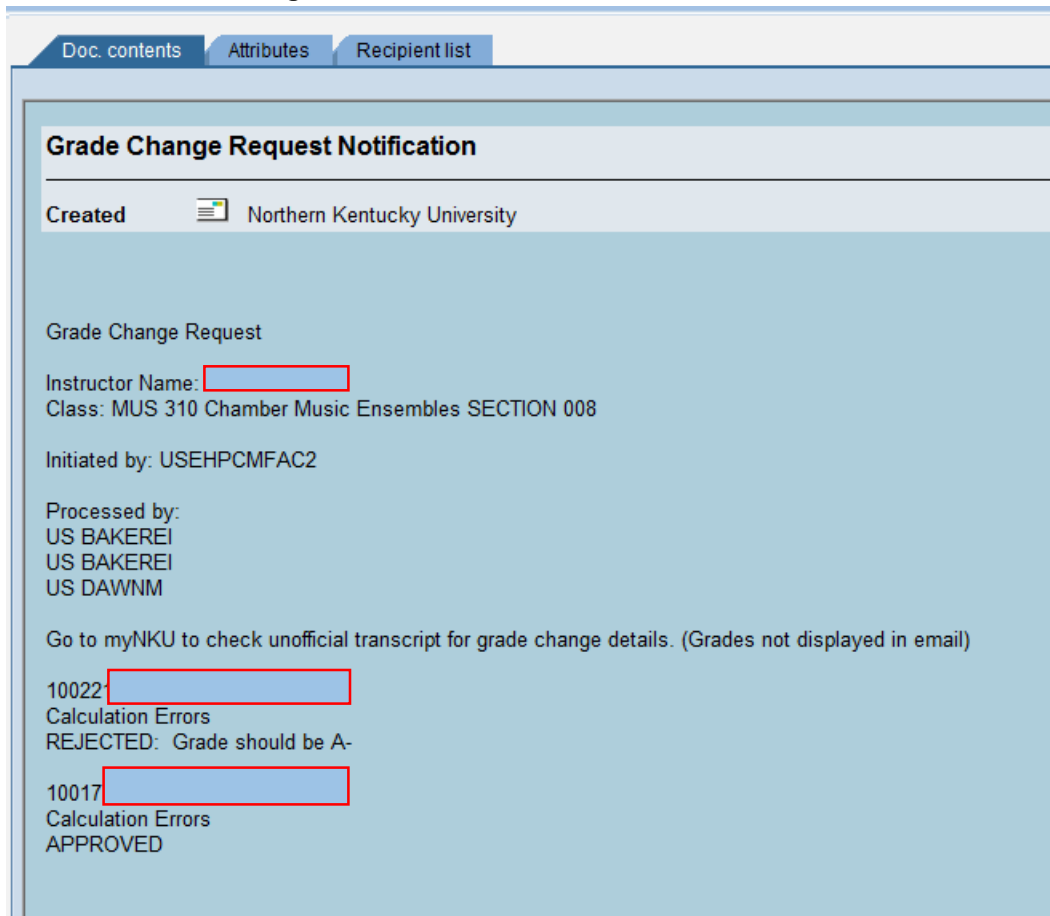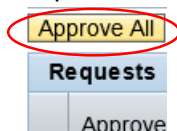

6. Click Save.

Appendix: Email Notifications

Email notifications are sent to the Grade Change initiator and student(s) once the progression of approving or rejecting a Grade Change Request is processed by the Office of the University Registrar. The email notifications are used instead of the Notifications and/or Tracking tabs in UWL.

Email to Grade Change Initiator

Doc. contents	Attributes	Recipient list

Grade Change Request Notification

Created   Northern Kentucky University

Grade Change Request

Instructor Name:
Class: MUS 310 Chamber Music Ensembles SECTION 008

Initiated by: USEHPCMFAC2

Processed by:
US BAKEREI
US BAKEREI
US DAWNM

Go to myNKU to check unofficial transcript for grade change details. (Grades not displayed in email)

10022
Calculation Errors
REJECTED: Grade should be A-

10017
Calculation Errors
APPROVED

Email to Student with Approved Grade Change

Grade Change Request Notification

Created Northern Kentucky University

Grade Change Request

Instructor Name: ▨▨▨▨▨▨▨▨
Class: MUS 310 Chamber Music Ensembles SECTION 008

Initiated by: USEHPCMFAC2

Processed by:
US BAKEREI
US BAKEREI
US DAWNM

Go to myNKU to check unofficial transcript for grade change details. (Grades not displayed in email)

10017▨▨▨▨▨▨▨▨
Calculation Errors
APPROVED

Email to Student with Rejected Grade Change

Grade Change Request Notification

Created Northern Kentucky University

Grade Change Request

Instructor Name: ▨▨▨▨▨▨▨
Class: MUS 310 Chamber Music Ensembles SECTION 008

Initiated by: USEHPCMFAC2

Processed by:
US BAKEREI
US BAKEREI
US DAWNM

Go to myNKU to check unofficial transcript for grade change details. (Grades not displayed in email)

10022▨▨▨▨▨▨▨▨
Calculation Errors
REJECTED: Grade should be A-