Approving Grade Changes Online

Dean's Offices

Navigating to the Approval Screen

1. Login to myUVM > myuvm.uvm.edu

2. Select Faculty & Advisor Menu from the Faculty Registration Tools channel. Then select the Deans and Department Chairs tab.


Deans and Department Chairs

Link to List of Advisees, Class Rosters, Maj/Min/Concl
This is an alternate link to 'Faculty SIS Access'. If you use this
- Enrollment and Enrollment Summary Reports
- Diversity Course Enrollment Reports
- Course Offerings by Time/Day Reports
- Course Reason Analysis Reports
- Grade Distribution Reports
- Schedule of Courses Reports
- Proof loading, Final Prooﬁng, Standard Meeting Patterns
- Dean/Department Chair Forms
- Change of student status, Readmit
- Approve Grade Change Requests - Deans
- View List of Grade Change Requests - Deans
- Process Grade Change Requests - Registrar’s Ofﬁce
- View List of Grade Change Requests - RO
## Approving or Denying Requests

The Approve Grade Change Request screen defaults to display all **pending grade change requests**. If your unit has no pending requests the following message will display:

### Approve Grade Change Request

⚠️ There are no requests pending for School of Business Administration

**RELEASE: B.2.0.1**

If you have pending requests you’ll see them listed as follows:

### Approve Grade Change Request

Optional Searching: Select Radio Button (enter data if needed) and click Search button.

1. You can filter pending requests by options including course subject, student name, and requests made affecting students pending graduation.
2. You can also filter results by term. **When filtering by term you’ll need to use descriptive text such as “Spring 2009” or “Spr 09” rather than the term code “200901.”**

<table>
<thead>
<tr>
<th>Rec No.</th>
<th>Approve/ Deny/ Pending</th>
<th>Student Name</th>
<th>ID No.</th>
<th>Term</th>
<th>Subj Crse Sect</th>
<th>CRN</th>
<th>Curr Grade</th>
<th>New Grade</th>
<th>Reason for Change</th>
<th>Instructor</th>
<th>Pending Graduate</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Adams, John Q.</td>
<td>95xxxxxx</td>
<td>Spring 2009</td>
<td>GERM 001 TST</td>
<td>14765</td>
<td>A+</td>
<td>C</td>
<td>Instructor Correction</td>
<td>James Jeffords</td>
<td></td>
<td>07/27/2009 02:15:02 PM</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>Buchanan, James</td>
<td>95xxxxxx</td>
<td>Spring 2009</td>
<td>SWSS 003 TST</td>
<td>14768</td>
<td>B</td>
<td>P</td>
<td>Exception Request</td>
<td>Georgia L. Kennedy</td>
<td></td>
<td>07/27/2009 03:29:17 PM</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>Pierce, Franklin</td>
<td>95xxxxxx</td>
<td>Fall 2007</td>
<td>GERM 001 A</td>
<td>90242</td>
<td>B+</td>
<td>A</td>
<td>Final Grade Submission</td>
<td>Howard B. Dean</td>
<td>Yes</td>
<td>07/08/2009 11:29:01 AM</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>Taylor, Zachary</td>
<td>95xxxxxx</td>
<td>Spring 2008</td>
<td>GERM 002 A</td>
<td>10296</td>
<td>B</td>
<td>A</td>
<td>Final Grade Submission</td>
<td>Howard B. Dean</td>
<td>Yes</td>
<td>07/08/2009 11:57:43 AM</td>
</tr>
</tbody>
</table>
4. To approve or deny a request for grade change simply select the appropriate radio button(s) under the heading Approve/Deny/Pending and click Submit.

You can submit approvals/denials for multiple courses at the same time.

Once you have successfully submitted your decision the text underneath the Approve/Deny/Pending heading will briefly reflect your selection as the system processes your request.

As soon as you refresh the page (by exiting back to the Deans menu and returning to the Approve Grade Change Request page) only the requests still pending approval will appear.

All grade change requests are completed automatically by the system after your approval except those for which the instructor is requesting an exception be made. Grade changes which require exceptions necessitate modifications to the student’s registration that must be completed by the Registrar’s Office.

Email notifications of approved changes (other than exceptions) will be sent to the instructor and the student. Email notifications of denied changes will be sent to the instructor.
Approving and Denying Exception Requests

1. If an instructor submits a grade change exception request the text Exception Request will appear under the Reason for Change heading.

<table>
<thead>
<tr>
<th>Rec No</th>
<th>Approve/ Deny/ Pending</th>
<th>Student Name</th>
<th>ID</th>
<th>Term</th>
<th>Subj Crse Sect</th>
<th>CRN</th>
<th>Curr Grade</th>
<th>New Grade</th>
<th>Reason for Change</th>
<th>Instructor</th>
<th>Pending</th>
<th>Gradu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>O A D O P</td>
<td>Adams, John Q.</td>
<td>95xxxxxxx</td>
<td>Spring 2009</td>
<td>GERM 001 TST</td>
<td>14765</td>
<td>A+</td>
<td>C</td>
<td>Instructor Correction</td>
<td>James Jeffords</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>O A D O P</td>
<td>Buchanan, James</td>
<td>95xxxxxxx</td>
<td>Spring 2009</td>
<td>SWSS 003 TST</td>
<td>14768</td>
<td>B</td>
<td>P</td>
<td>Exception Request</td>
<td>Georgia L. Kennedy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. To view the instructor’s rationale for making the request, select Exception Request.

A new window will display summary information similar to this:

Grade Change Request

Submitted by: Georgia L. Kennedy
Net ID: GLKENDED
Email Address: Georgia.Kennedy@uvm.edu

Student Name: Buchanan, James
Student ID: 95xxxxxxx
Email Address: James.Buchanan@uvm.edu
Course Term: Spring 2009
Course Section: SWSS 003 TST
Current Grade: B
New Grade: P

Reason for Change: Exception Request
Exception Request: The student intended to take the course Pass/No Pass.
College: Graduate College
dean_grad@uvm.edu
Sent to College: College of Education and Social Services
dean_cess@uvm.edu
College 2: College of Education and Social Sciences
Change Number: 1
Entered: 07/27/2009 03:29:17 PM
Status: Pending - 07/27/2009 03:29:17 PM
3. If you wish to approve the request do so like any other approval. Select the appropriate radio button from under the Approve/Deny/Pending heading and click Submit.

Once you have successfully submitted your decision the text underneath the Approve/Deny/Pending heading will briefly reflect your determination as the system processes your request.

As soon as you refresh the page (by exiting back to the Deans menu and returning to the Approve Grade Change Request page) only the requests still pending approval will appear.

Although the request will no longer appear on the Approve Grade Change screen it will still need to be manually updated in the system by the Registrar’s Office before it is completed.

Once you have approved an exception request the Registrar’s Office will be prompted to make the appropriate changes to the student’s record in Banner.

While the Registrar’s Office works to complete the request it will not appear in your list of grades to be approved. Instructors will still see the grade change as pending although the language will change from “Pending” to “Pending RO” to more accurately reflect its stage in the process (as in the example below.)

4. If the Registrar’s Office is unable to complete the request without clarification they have the option of adding a question to the exception request information. In the event that this occurs the request will reappear on your pending list with the text “Exception Request Question: Please read.” displaying under the Reason for Change heading.

Click the text to view the Registrar’s Office question.

(Instructions continued on next page.)
5. If the Registrar's Office has entered a question you'll need to re-approve (or deny) the exception request.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>James Buchanan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id</td>
<td>95xxxxxxxxx</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:James.Buchanan@uvm.edu">James.Buchanan@uvm.edu</a></td>
</tr>
<tr>
<td>Course Term</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>Course</td>
<td>SWSS 003 TST</td>
</tr>
<tr>
<td>Section</td>
<td>B</td>
</tr>
<tr>
<td>New Grade</td>
<td>P</td>
</tr>
<tr>
<td>Reason for Change</td>
<td>Exception Request</td>
</tr>
<tr>
<td>Exception Request:</td>
<td>The student intended to take the course Pass/No Pass.</td>
</tr>
<tr>
<td>College</td>
<td>Graduate College</td>
</tr>
<tr>
<td>Sent to College</td>
<td><a href="mailto:dean_grad@uvm.edu">dean_grad@uvm.edu</a></td>
</tr>
<tr>
<td>College 2</td>
<td>College of Education and Social Services</td>
</tr>
<tr>
<td>Sent to College 2</td>
<td><a href="mailto:dean_cess@uvm.edu">dean_cess@uvm.edu</a></td>
</tr>
<tr>
<td>Change Number</td>
<td>1</td>
</tr>
<tr>
<td>Entered</td>
<td>07/27/2009 03:29:17 PM</td>
</tr>
<tr>
<td>Status</td>
<td>Questioned - 07/27/2009 03:33:42 PM</td>
</tr>
<tr>
<td>Update College</td>
<td>Graduate College</td>
</tr>
<tr>
<td>College update by</td>
<td>Designate O. Dean</td>
</tr>
</tbody>
</table>

**Question:** This is a graduate student. Pass/No Pass is not a valid option for graduate students. Should the faculty member resubmit this request as "S"?

**Date:** 07/27/2009 03:33:29 PM  
**By:** Registrar Staff

Once an exception request has been approved and completed by the Registrar’s Office an email will be sent to both the faculty member and the student notifying them of the new grade.
Dean’s Offices will be notified of all completed grade changes by a nightly report. To search completed grade changes for a specific request select the View List of Grade Change Requests – Deans link from the Deans and Department Chairs Menu. Please note that only the grade changes made via the Grade Change Online process will be available here (all grade changes after Fall 2009.)

Dean/Department Chair Forms
Change of student status, Readmit

Approve Grade Change Requests- Deans
View List of Grade Change Requests - Deans