Grade Change Workflow (GCWF)

Grade Change Workflow will eventually replace the paper Form 350. Beginning November 2020, instructors will be able to use the Grade Change Workflow application to process grade correction requests.
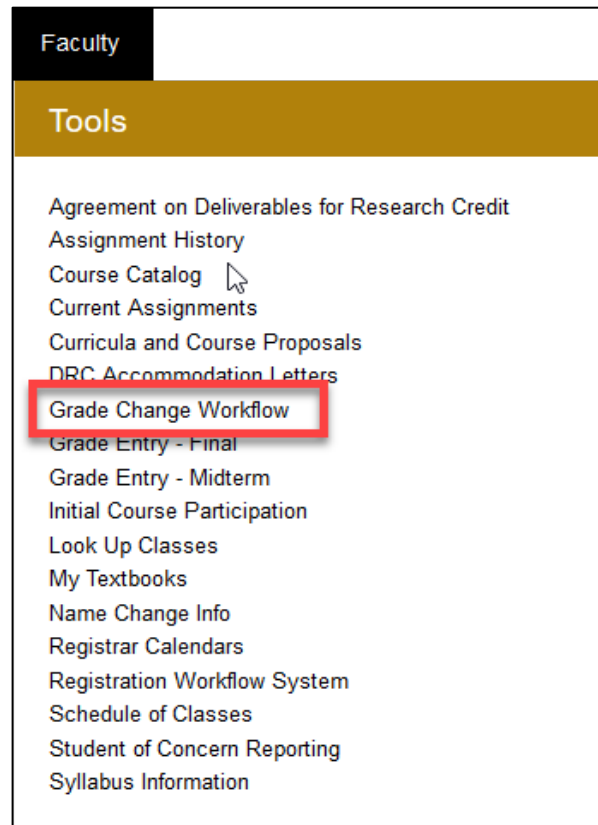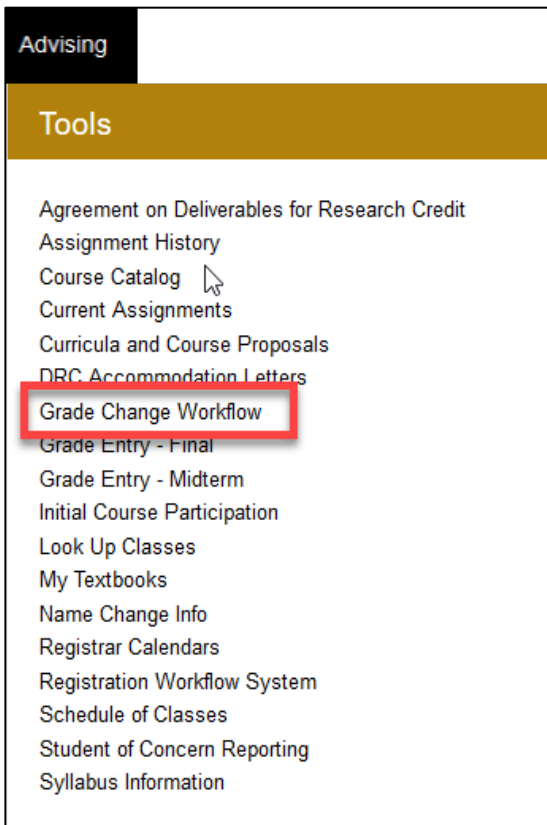
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Roles

- Grade Change Approver (GCA) – This is the Reg Profile 146 role – Grade Change Workflow Department Head
- Administrator – found in these Registrar Roles: Reg Profile 36 (Reg Admins), Reg Profile 31, and Reg Profile 35

Accessing GCWF

GCWF can be accessed via the myPurdue Portal from the advisor or faculty tabs.

There are three tabs – Request, Approve and Administration - in the application. The user's role will determine which tabs appear.
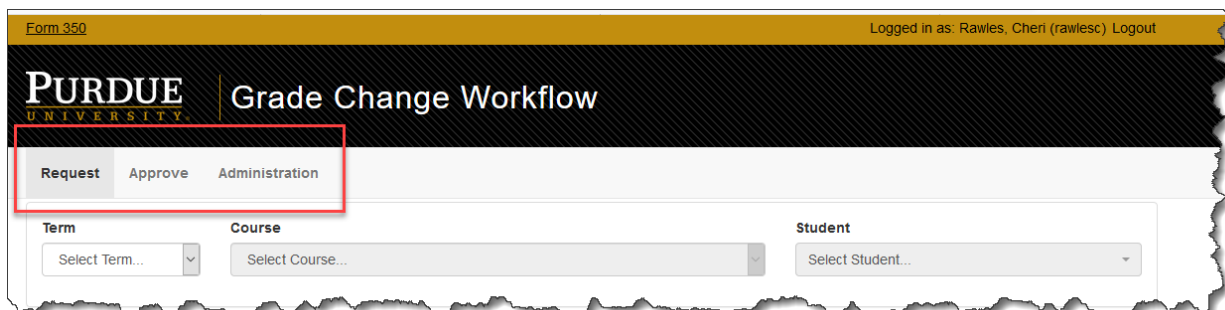
Request tab – allows the user to submit a change request

- Approve tab – allows the user to approve/deny change requests
- Administration – used by administrators to assign roles and process requests

Request Tab

Submitting a Request

Once in the application, select the term. This will then populate the course filter with the list of courses for which the user is assigned as instructor of record.

Once a course is selected, then the student filter will populate with the registered students, and their PUIDs, for the course.

NOTE: The student filter is searchable.
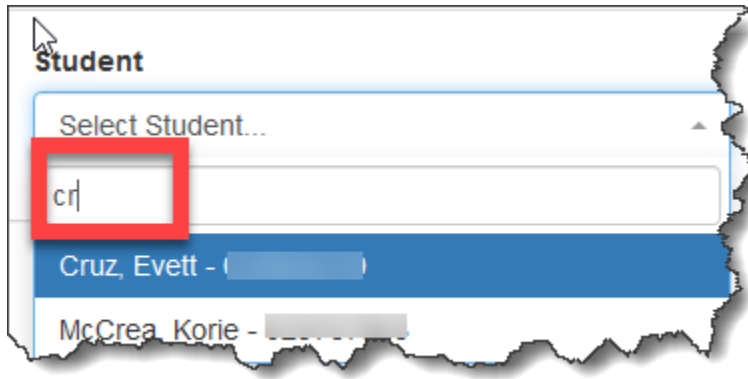
Select the student and the "Actions" section will appear. This section will provide the actions available to select as well as a student information section.
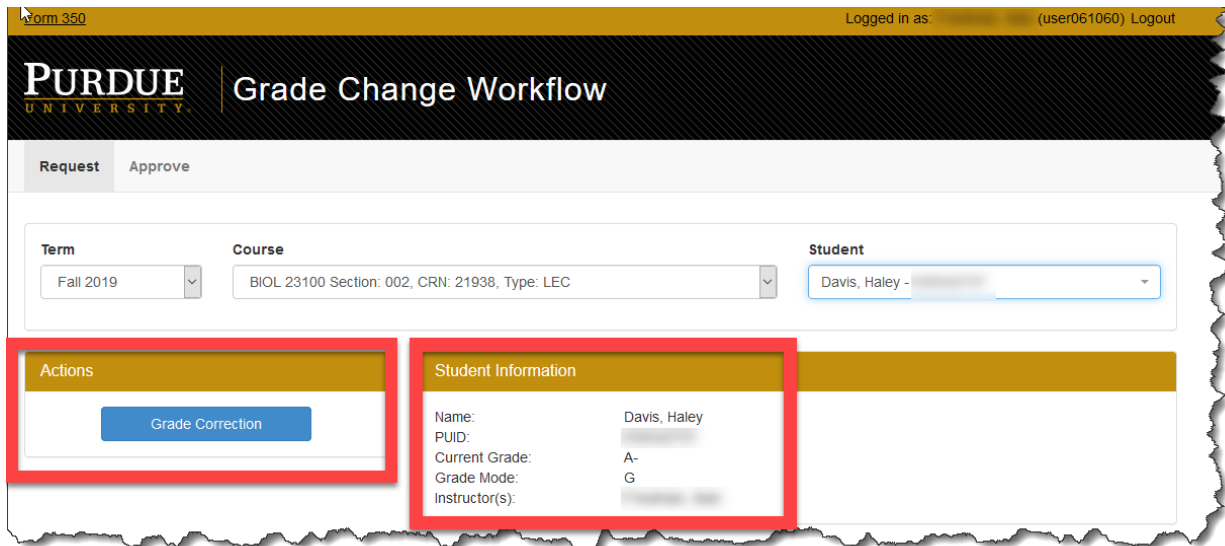
NOTE: Requests can only be submitted once per student/course If there is already a pending request for the student for the course selected, the actions section will denote the pending action.
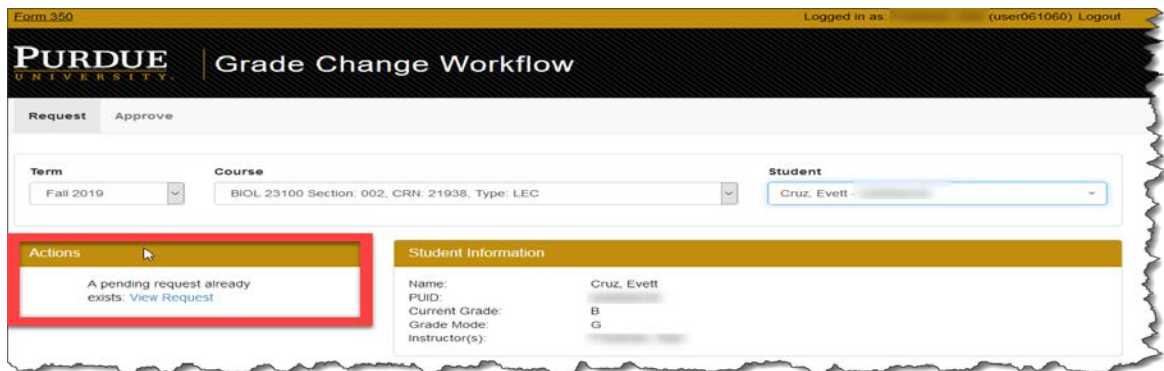
To request a grade change, click on the "Grade Correction" button under "Actions". The "Grade Correction" section will appear to enter the new grade and reason.

> **NOTE:** Different options will appear in the "New Grade" selection pick list depending on the grade mode.

> For example, if the student's grade is a W, then the New Grade selection will be W, WF, WIP. If the student's grade is a P, then the New Grade selection will be P, N.
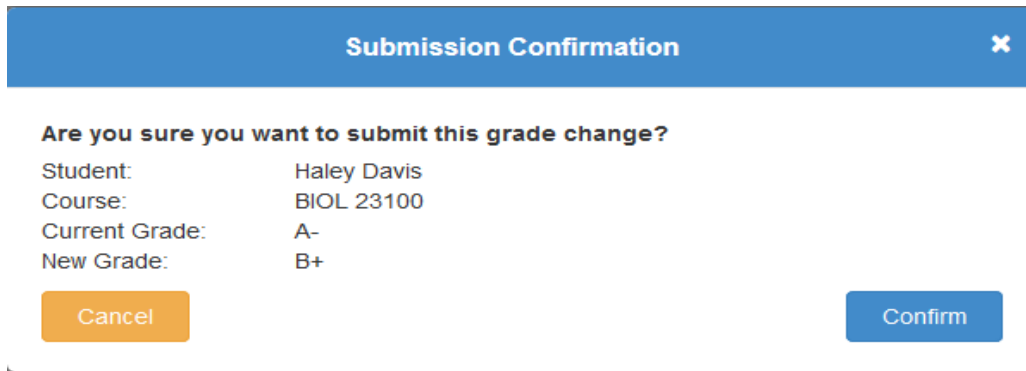

Hit "Submit" when ready to submit the request.

A submission confirmation window will appear asking the user if they are sure about the request. Select "Cancel" or "Confirm".

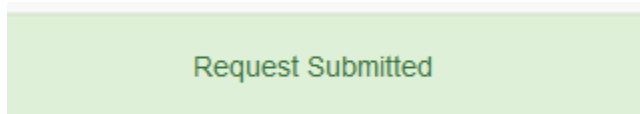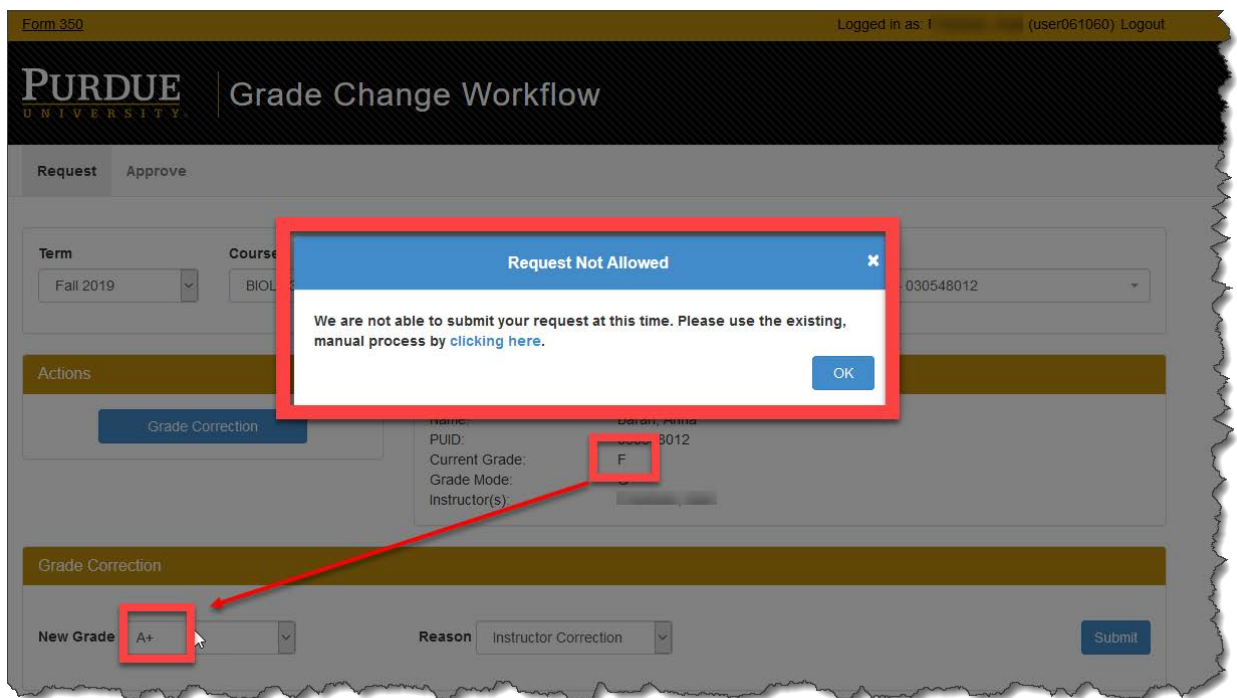Once confirmed a message will appear indicating the request was submitted.

An email is sent to the grade change approver(s) notifying them there is a request needing action. See email notification section for sample emails.

> **NOTE:** If a request is not allowed through the application, a "Request Not Allowed" window will appear stating this process must use the manual form. In the example below, the request was changing a student's grade from F to A+.

Clicking on the "clicking here" link in the window will take the user to the Form 350 paper form. Click OK to exit the window.

Approve Tab

Instructors

To see open requests, the instructor will need to log into the application and select the "Approve" tab.

In the "Filter/Search" section, select "Open" in the "Status" pick list.

After selecting "Open", the other filters are usable to filter the list to either a specific term, subject or student.

Approvers

Approvers can access the application multiple ways: 1) via the myPurdue portal or 2) via the link in the email.

1) myPurdue Portal

- Navigate to the link in the portal and login using career account username and password.
- Select the Approve tab, it automatically defaults to the "Pending Your Action" status.

- Select "Process Request" for the student and the request will display
- Select "Approve" or "Deny".

2) Email link

- In the email, click on the link "Approve/Deny Request" and login using career account username and password.
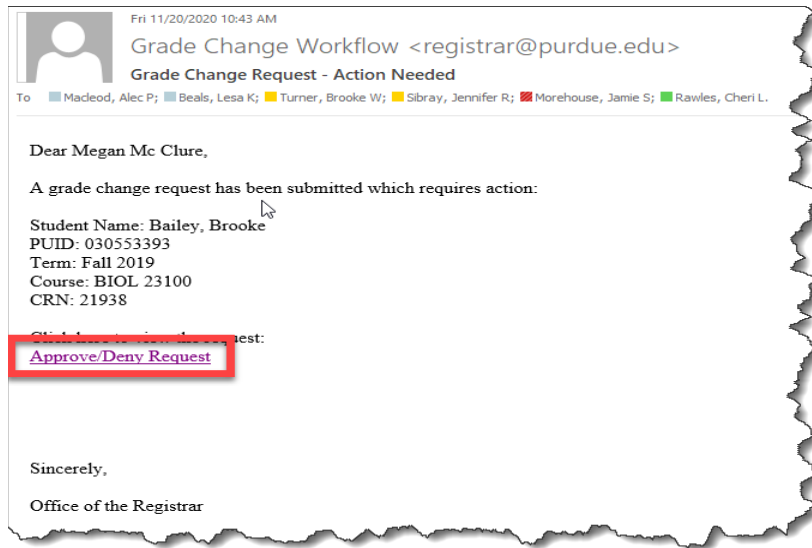
- The application will automatically display the request. Select "Approve" or "Deny".
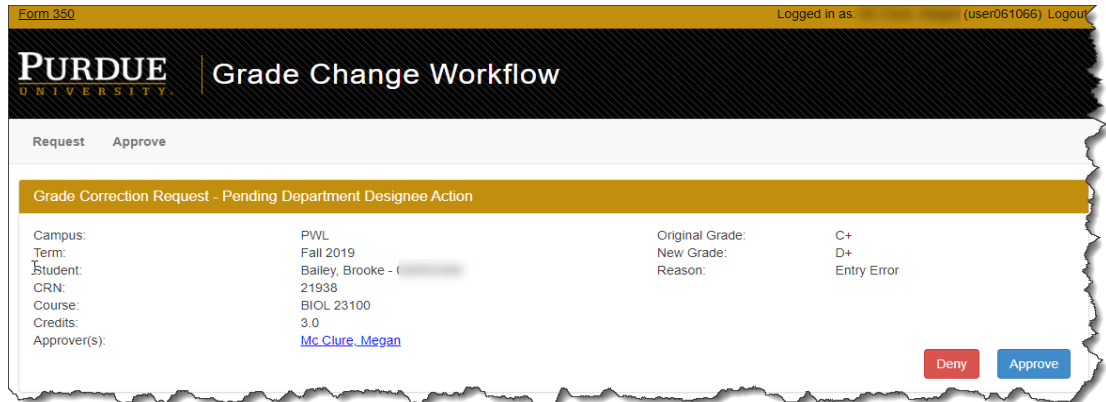
When approving the request, an "Approval Confirmation" window will appear. Select "Cancel" or "Confirm".
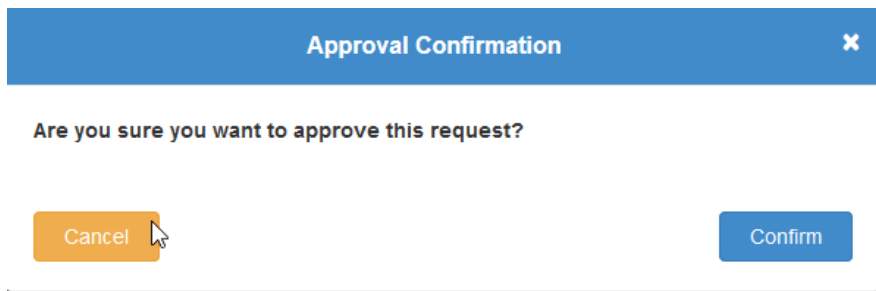
When denying a request, a "Denial Reason" window will appear. Please type in a reason for the denying the request and select "Confirm".

An email is sent to the instructor(s), student, and the student's primary advisor for either an approval or denial.

Email Notifications Samples

- **Request has been submitted**: This email goes to the approver notifying them of a request submission.
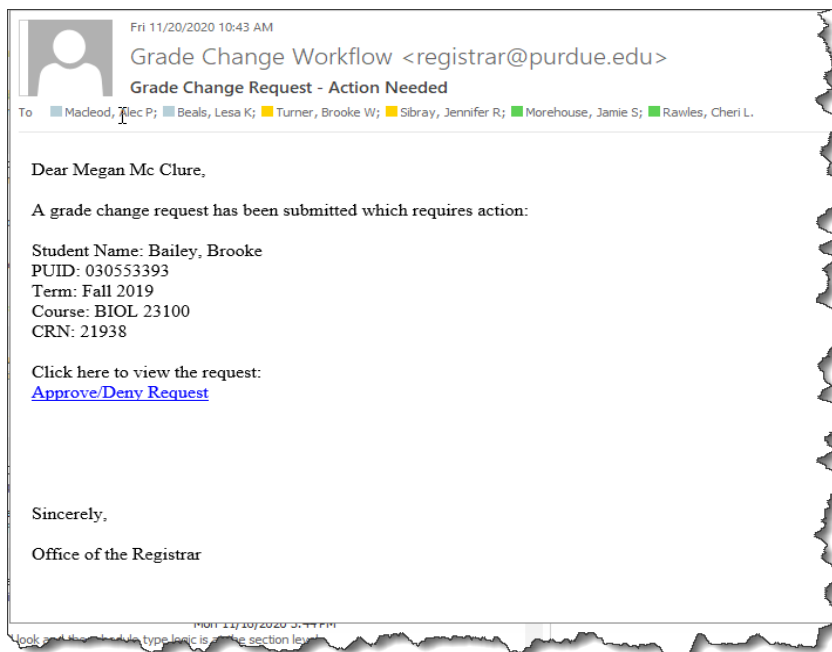
- **Approval Notification Email:** This email notifies the instructor(s), student and primary advisor of the approved request

Instructor(s) Email

Fri 11/20/2020 2:24 PM

Grade Change Workflow <registrar@purdue.edu>

Grade Change Request - Approval Notification

To   ▪ Macleod, Alec P; ▪ Beals, Lesa K; ▨ Turner, Brooke W; ▪ Sibray, Jennifer R; ▨ Morehouse, Jamie S; ▪ Rawles, Cheri L.

Dear Alan Friedman,

Your grade change request for Cruz, Evett has been APPROVED.

Course: BIOL 23100
CRN: 21938

Sincerely,

Office of the Registrar

Student's Email

Fri 11/20/2020 2:24 PM

Grade Change Workflow <registrar@purdue.edu>

Grade Change Request - Approval Notification

To   ▪ Macleod, Alec P; ▪ Beals, Lesa K; ▨ Turner, Brooke W; ▪ Sibray, Jennifer R; ▨ Morehouse, Jamie S; ▪ Rawles, Cheri L.

Dear Evett Cruz,

Your grade change request for BIOL 23100 (CRN 21938) has been APPROVED.
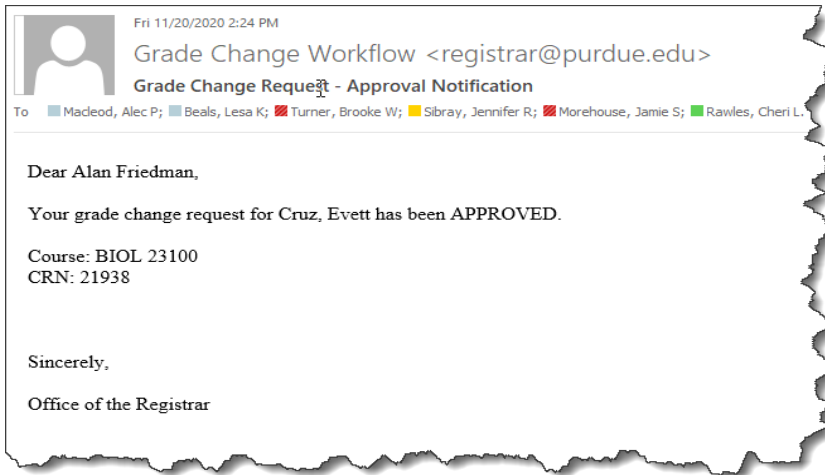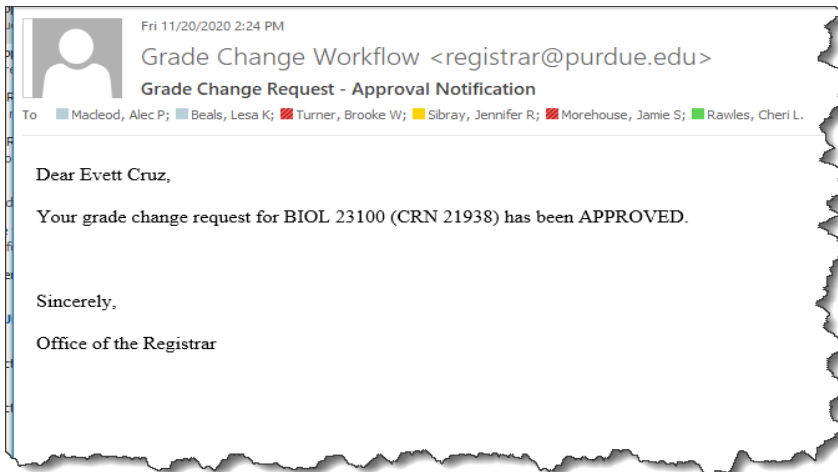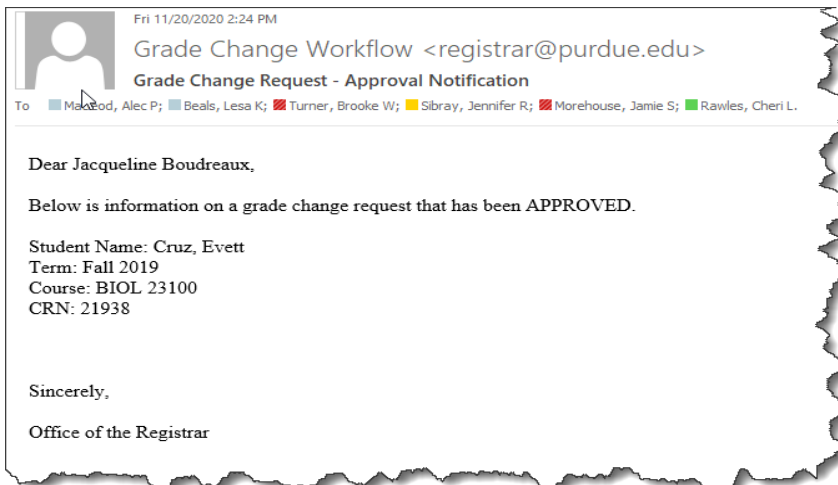
Sincerely,

Office of the Registrar

Primary Advisor's Email

Fri 11/20/2020 2:24 PM

Grade Change Workflow <registrar@purdue.edu>

Grade Change Request - Approval Notification

To   ▪ Macleod, Alec P; ▪ Beals, Lesa K; ▨ Turner, Brooke W; ▪ Sibray, Jennifer R; ▨ Morehouse, Jamie S; ▪ Rawles, Cheri L.

Dear Jacqueline Boudreaux,

Below is information on a grade change request that has been APPROVED.

Student Name: Cruz, Evett
Term: Fall 2019
Course: BIOL 23100
CRN: 21938

Sincerely,

Office of the Registrar

- Denial Notification Email: This email notifies the instructor(s), student and primary advisor of the denied request
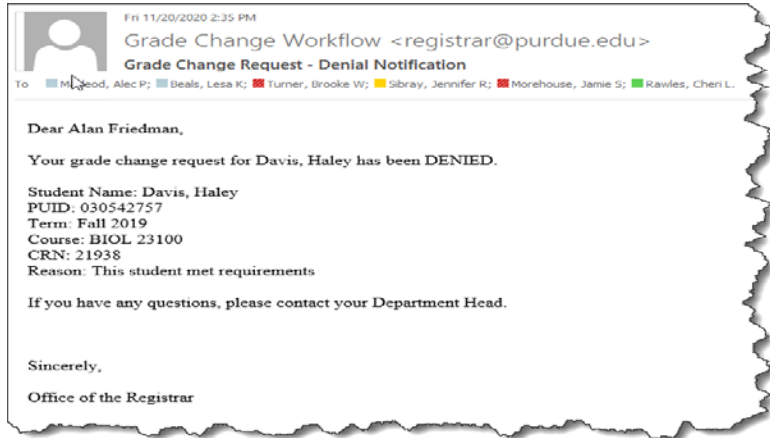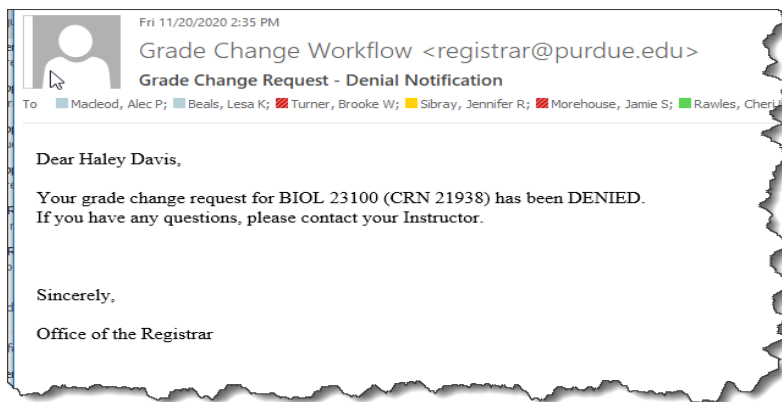
Instructor(s) Email

Student's Email

Primary Advisor's Email