

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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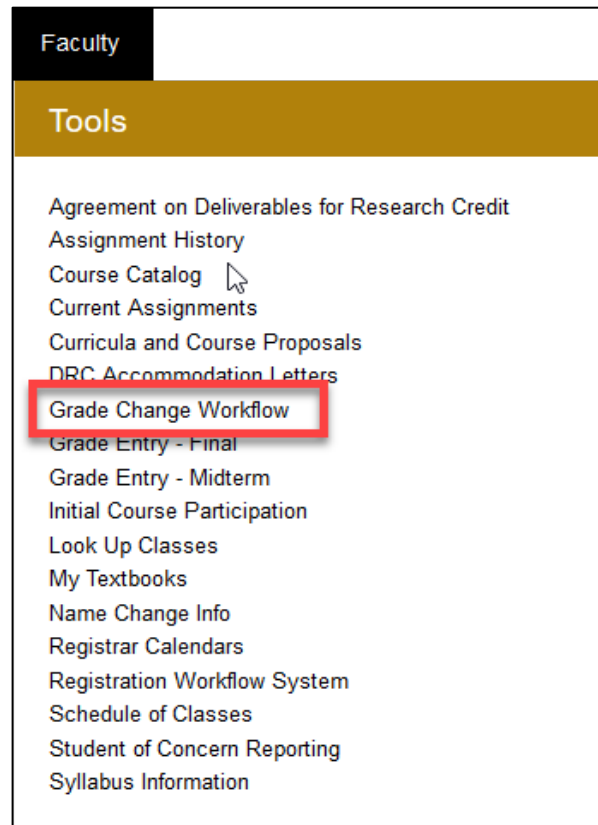
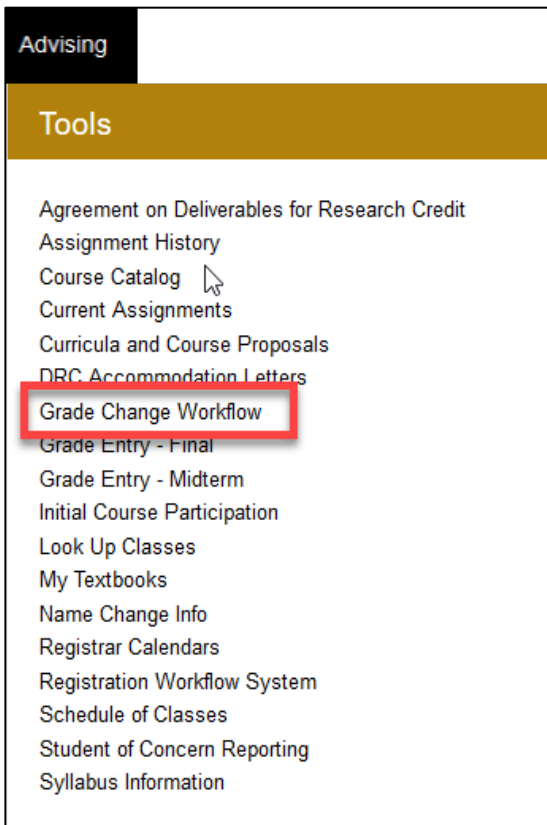
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Roles

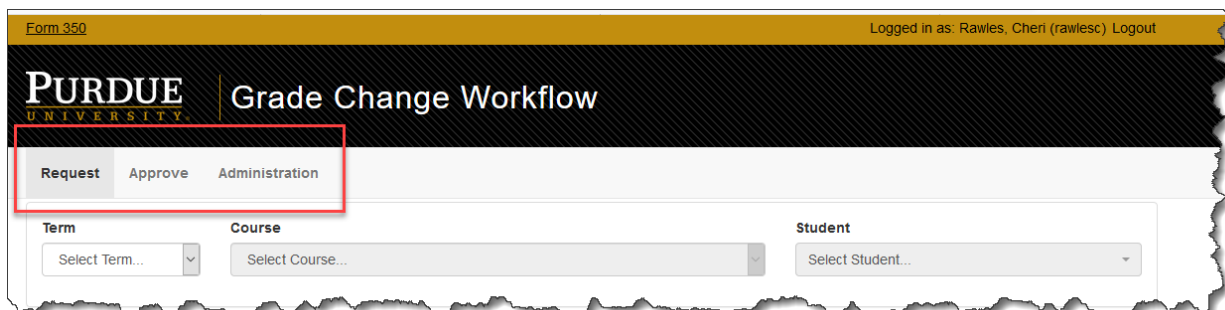
- Grade Change Approver (GCA) – This is the Reg Profile 146 role – Grade Change Workflow Department Head
- Administrator – found in these Registrar Roles: Reg Profile 36 (Reg Admins), Reg Profile 31, and Reg Profile 35

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.

Form 350 Logged in as: (user061060) Logout

PURDUE UNIVERSITY | Grade Change Workflow

Request Approve

Term: Fall 2019

Course: Select Course...

- Select Course...
- BIOL 69800 Section: 016, CRN: 12577, Type: RES
- BIOL 69900 Section: 016, CRN: 12600, Type: RES
- STAT 49000 Section: 002, CRN: 20417, Type: LEC
- PHYS 49000 Section: 007, CRN: 20503, Type: LEC
- BIOL 49500 Section: 002, CRN: 20549, Type: LEC
- BIOL 23100 Section: 002, CRN: 21938, Type: LEC
- BIOL 29400 Section: 038, CRN: 36876, Type: IND
- BIOL 49400 Section: 061, CRN: 36924, Type: IND
- BIOL 49900 Section: H67, CRN: 37335, Type: IND

Student: Select Student...

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

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PURDUE UNIVERSITY | Grade Change Workflow

Request Approve

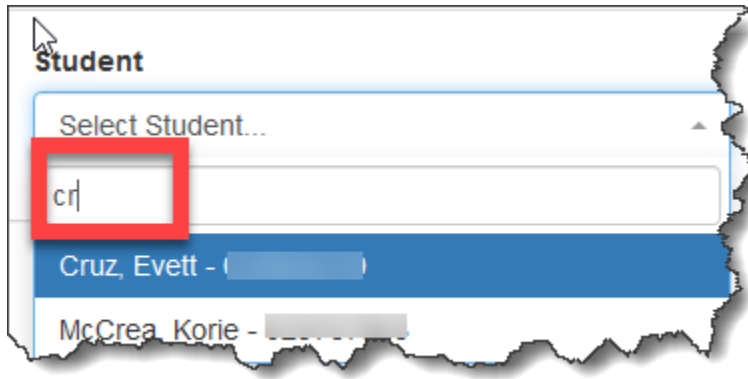
Term: Fall 2019

Course: BIOL 23100 Section: 002, CRN: 21938, Type: LEC

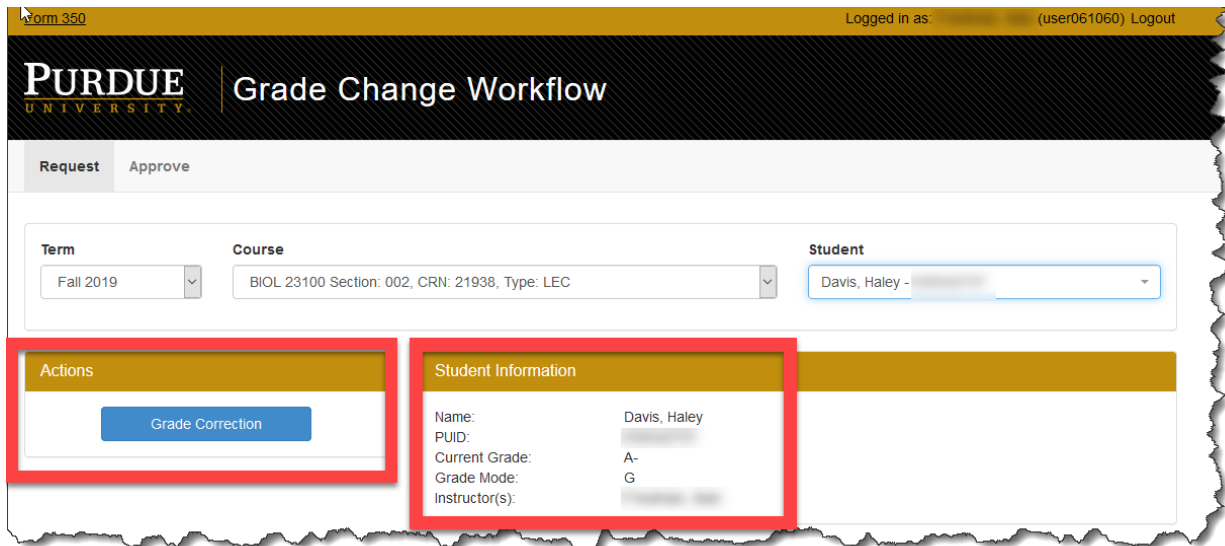
Student: Select Student...

- Select Student...
- Akkrawong, Fern - [redacted]
- Alfrey, Kaylee - [redacted]
- Bailey, Brooke - [redacted]
- Baran, Anna - [redacted]
- Bir, Elizabeth - [redacted]

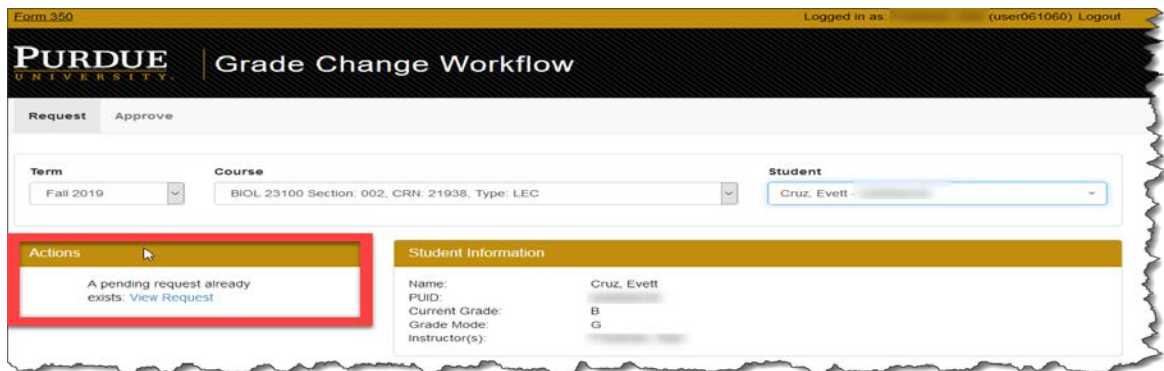
NOTE: The student filter is searchable.



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.

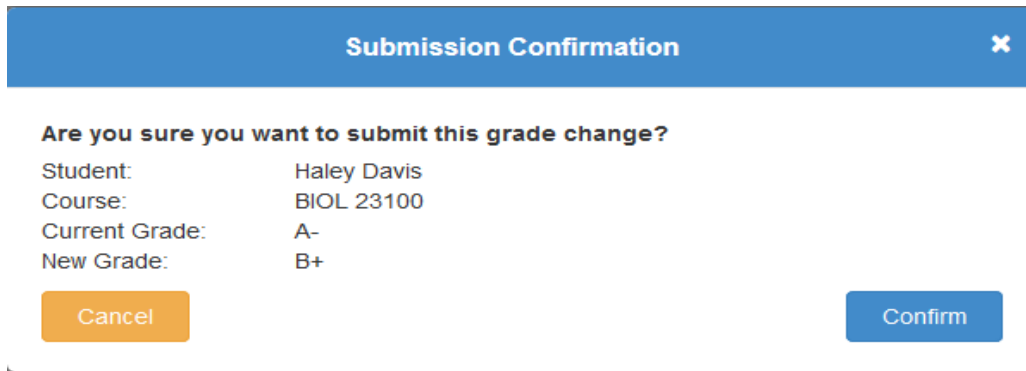
This screenshot shows the 'Grade Correction' form for a student named Green, Anderson. The 'Student Information' section displays: Name: Green, Anderson; PUID: [redacted]; Current Grade: W; Grade Mode: [redacted]; Instructor(s): [redacted]. The 'Actions' section contains a 'Grade Correction' button. The 'Grade Correction' section has a 'New Grade' dropdown menu with options: 'Select New Grade...', 'Select New Grade...', 'W', 'WF', and 'WIP'. A red box highlights the dropdown menu, and a red arrow points from the 'W' in the 'Current Grade' field to the dropdown. A 'Reason' dropdown menu is set to 'Select Reason...' and a 'Submit' button is visible.

This screenshot shows the 'Grade Correction' form for a student named Ying, Wending. The 'Student Information' section displays: Name: Ying, Wending; PUID: [redacted]; Current Grade: P; Grade Mode: [redacted]; Instructor(s): Friedman, Alan. The 'Actions' section contains a 'Grade Correction' button. The 'Grade Correction' section has a 'New Grade' dropdown menu with options: 'Select New Grade...', 'Select New Grade...', 'P', and 'N'. A red box highlights the dropdown menu, and a red arrow points from the 'P' in the 'Current Grade' field to the dropdown. A 'Reason' dropdown menu is set to 'Select Reason...' and a 'Submit' button is visible.

Hit “Submit” when ready to submit the request.

This screenshot shows the 'Grade Change Workflow' form for a student named Davis, Haley. The 'Request' section shows: Term: Fall 2019; Course: BIOL 23100 Section: 002, CRN: 21938, Type: LEC; Student: Davis, Haley - 030542757. The 'Actions' section contains a 'Grade Correction' button. The 'Student Information' section displays: Name: Davis, Haley; PUID: [redacted]; Current Grade: A-; Grade Mode: G; Instructor(s): [redacted]. The 'Grade Correction' section has a 'New Grade' dropdown menu set to 'B+' and a 'Reason' dropdown menu set to 'Entry Error'. A 'Submit' button is visible. A red box highlights the 'Grade Correction' section.

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

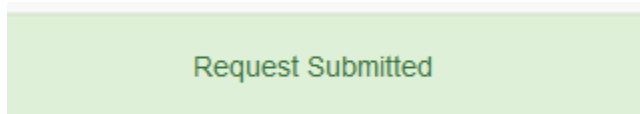


Submission Confirmation [X]

Are you sure you want to submit this grade change?

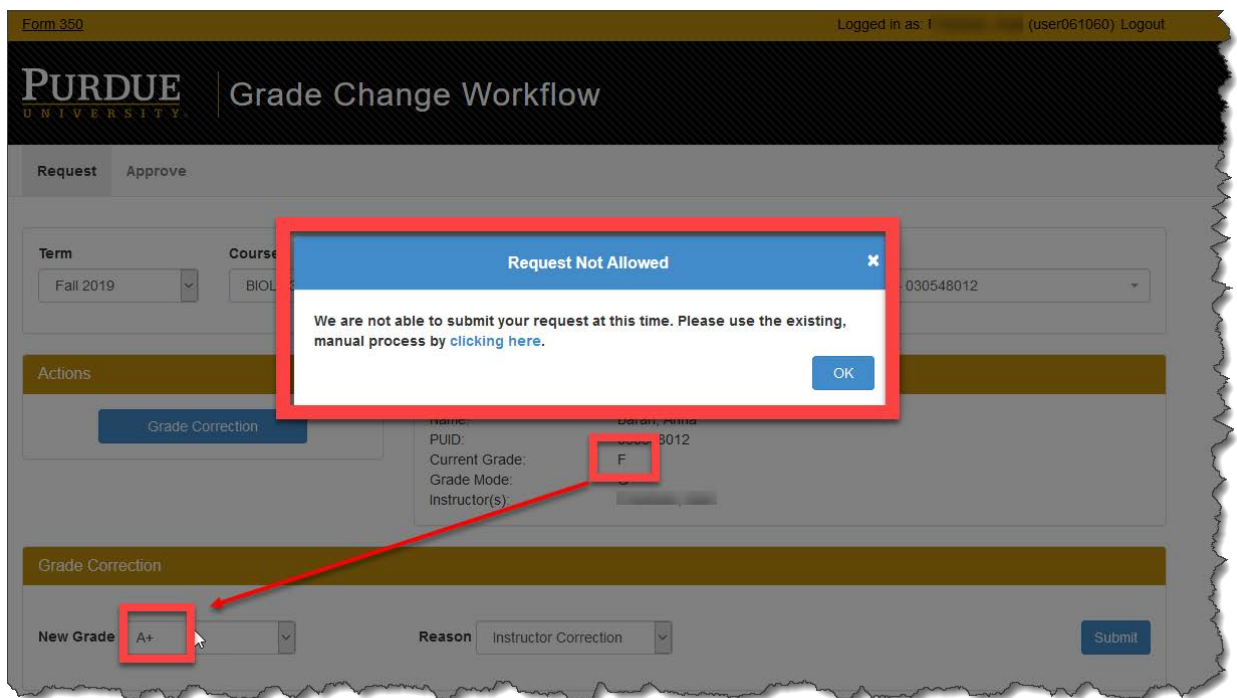
Student: Haley Davis
Course: BIOL 23100
Current Grade: A-
New Grade: B+

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+.



Form 350 Logged in as: 1 (user061060) Logout

PURDUE UNIVERSITY | Grade Change Workflow

Request Approve

Term: Fall 2019 Course: BIOL 23100

Actions:

Name: [redacted] PUID: [redacted] Current Grade: **F** Grade Mode: [redacted] Instructor(s): [redacted]

Grade Correction

New Grade: **A+** Reason: Instructor Correction

Request Not Allowed [X]

We are not able to submit your request at this time. Please use the existing, manual process by [clicking here](#).

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.

Form 350: CHECK TYPE OF ACADEMIC RECORD CHANGE AND FILL IN CORRESPONDING INFORMATION (Only one type of change per document)

1. GRADE CORRECTION
Reason for update in original grade reported explanation for late submission:
(Must be approved by Instructor and Department Head)

2. COMPLETION FAILURE TO COMPLETE (I, PI, or SI)
(Must be approved by Instructor)

3. IMPROVEMENT OF CONDITIONAL FAILURE (E)
(Must be approved by Instructor)

4. ADJUSTMENT OF GPA (See back for details)
Detailed explanation for change:
(Must be approved by Academic Advisor)

5. EXEMPTION
(Must be approved by Dean or Head of Student's College/School)

6. EXCESS UNDERGRADUATE CREDIT TO BE RECORDED AS "AVAILABLE FOR GRADUATE CREDIT"
The student registered for the course listed below during the period of instruction beginning _____ and completed it at the GRADUATE LEVEL. The course was not used either as a requirement or an elective for the undergraduate degree and should be recorded as available for graduate credit. *(Must be approved by Academic Advisor or College/School Candidate Coordinator)*

Completely fill in items that are pertinent to the change indicated above:

CRN	Subject	Course No.	Title	Credit	Old Grade	Term Old Grade Rec'd	If New, Grade	If Adjustment: Exclude (E) Include (I)

Approved Signatures as Specified Above:

Signature of Instructor: _____ Printed or Typed Name: _____ Phone Number: _____ Date: _____

Signature of Department Head: _____ Printed or Typed Name: _____ Phone Number: _____ Date: _____

Signature of Dean or Designee, College School Head or Academic Advisor, or College School Candidate Coordinator: _____ Printed or Typed Name: _____ Phone Number: _____ Date: _____

PRINT

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.

Form 350 Logged in as: Friedman, Alan (user061060) Logout

PURDUE UNIVERSITY | Grade Change Workflow

Request **Approve**

Filter/Search

Status: Pending Your Action (dropdown menu open with 'Open' selected)

Term: Select a term... (dropdown)

Subject: Select a subject... (dropdown)

Enter Last Name or PU **Q Search**

No Request Canceled Denied

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.

Form 350 Logged in as: (user061066) Logout

PURDUE UNIVERSITY | Grade Change Workflow

Request Approve

Filter/Search

Status: Pending Your Action Term: Select a term... Subject: Select a subject... Enter Last Name or PU Search

Total Records: 6 Back Forward

PUID	Name	Course	CRN	Term	Current Grade	New Grade	Action
	Evelt Cruz	BIOL 23100	21938	Fall 2019	B	B-	Process Request
	Haley Davis	BIOL 23100	21938	Fall 2019	A-	B+	Process Request
	Jessica Davis	BIOL 23100	21938	Fall 2019	B	C+	Process Request
	Caitlyn Emenhiser	BIOL 23100	21938	Fall 2019	D	C	Process Request
	Brooke Bailey	BIOL 23100	21938	Fall 2019	C+	D+	Process Request
	Anderson Green	BIOL 23100	21938	Fall 2019	W	WF	Process Request

Total Records: 6 Back Forward

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

Form 350 Logged in as: (user061066) Logout

PURDUE UNIVERSITY | Grade Change Workflow

Request Approve

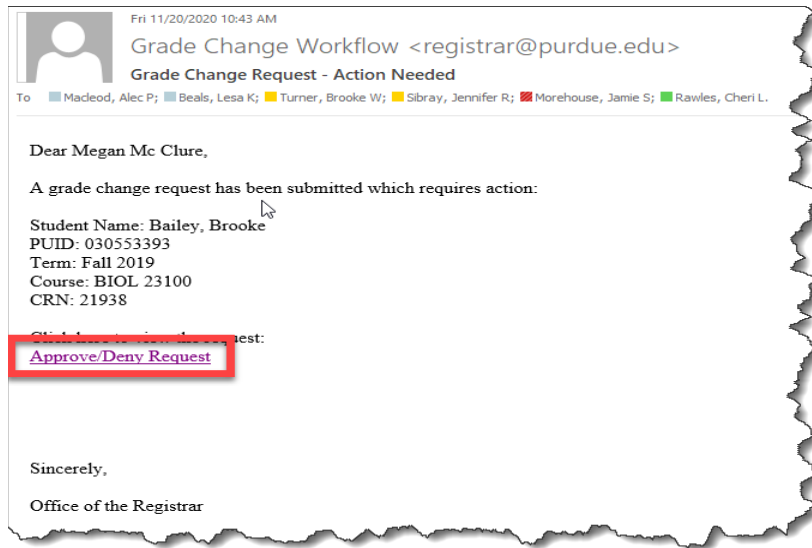
Grade Correction Request - Pending Department Designee Action

Campus: PWL Original Grade: C+
Term: Fall 2019 New Grade: D+
Student: Bailey, Brooke - CRN: 21938 Reason: Entry Error
Course: BIOL 23100
Credits: 3.0
Approver(s): [McClure, Megan](#)

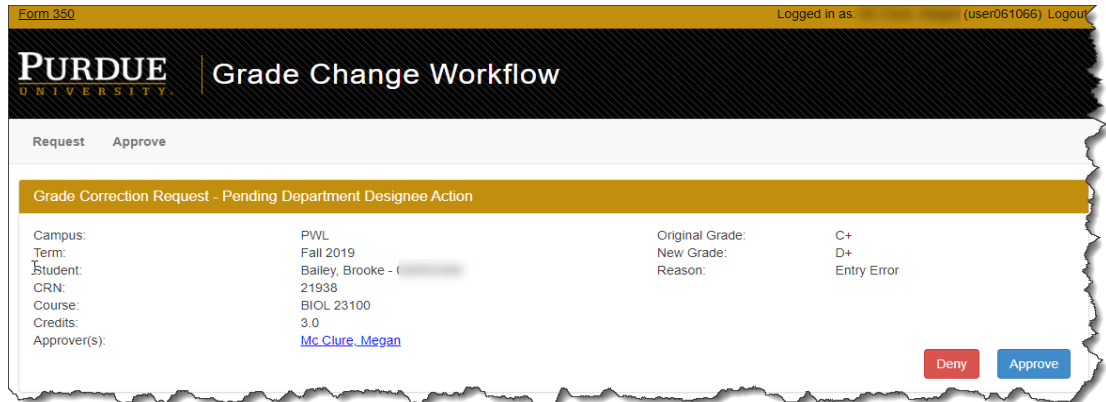
Deny Approve

2) Email link

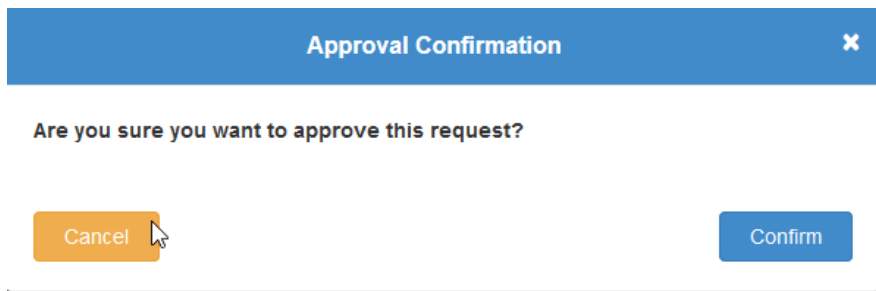
- In the email, click on the link “Approve/Deny Request” and login using career account username and password.



- 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”.



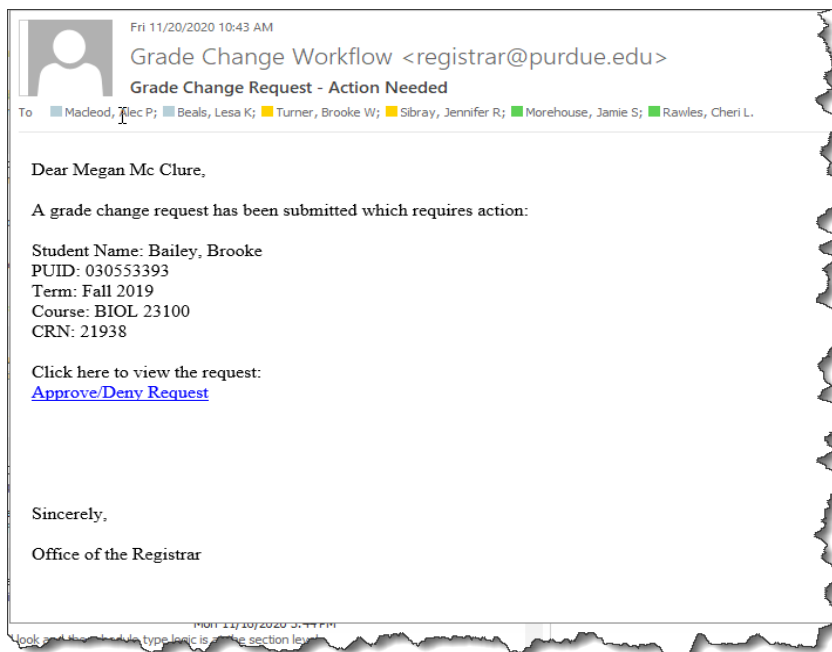
When denying a request, a “Denial Reason” window will appear. Please type in a reason for the denying the request and select “Confirm”.



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

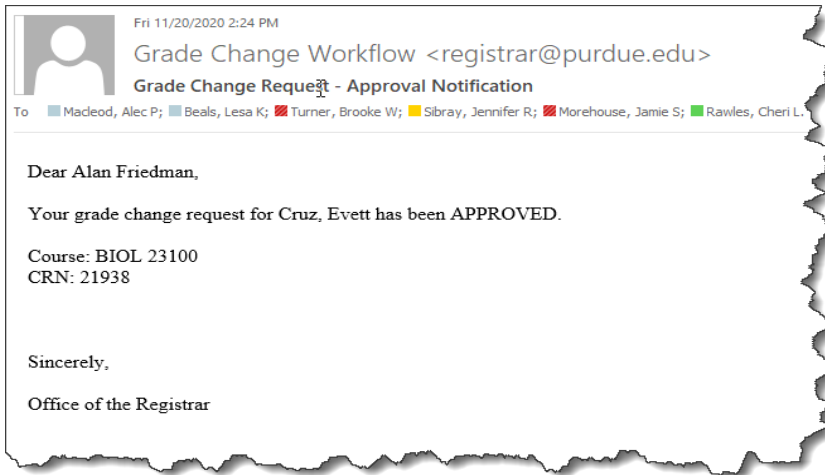
Email Notifications Samples

- **Request has been submitted:** This email goes to the approver notifying them of a request submission.

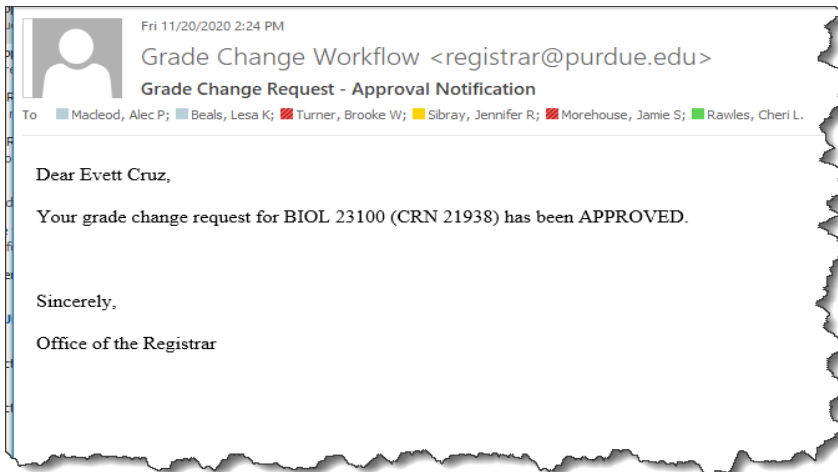


- **Approval Notification Email:** This email notifies the instructor(s), student and primary advisor of the approved request

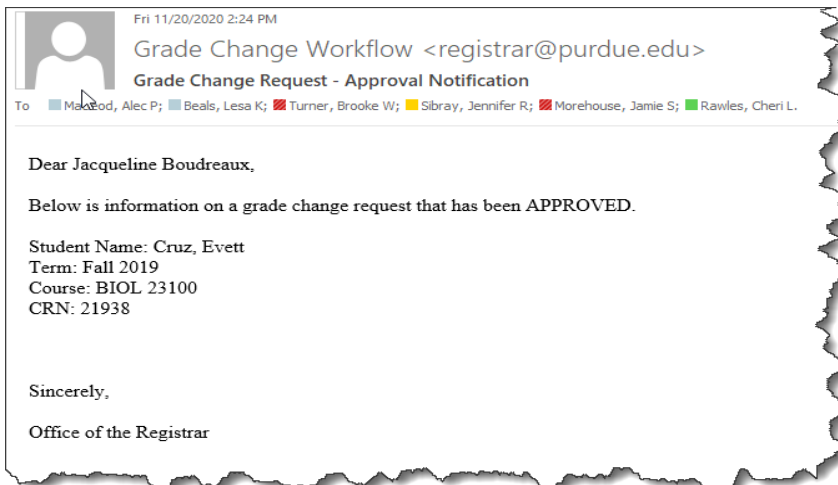
Instructor(s) Email



Student's Email

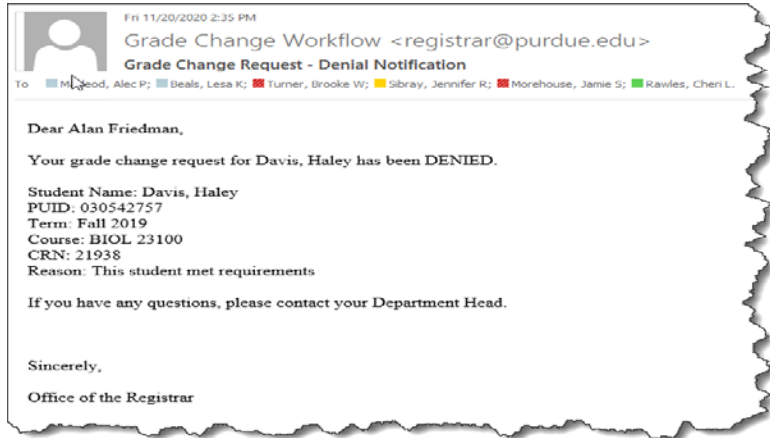


Primary Advisor's Email

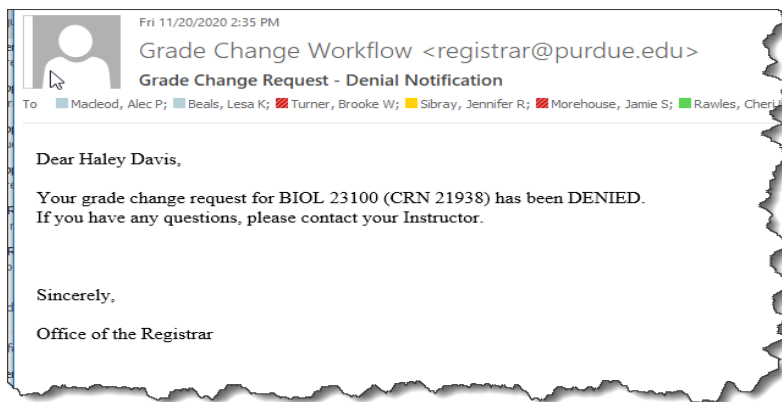


- Denial Notification Email: This email notifies the instructor(s), student and primary advisor of the denied request

Instructor(s) Email



Student's Email



Primary Advisor's Email

