



Contents (click on any topic)

Overview..... 2

Level 1 and Level 2 Grade Change Approval Process..... 3



Overview

This document provides instructions for how Level 1 and Level 2 Grade Change Approvers can access the PeopleSoft Grade Change Request page and manage/approve grade changes.

Faculty and Roster Contacts can request a grade change for any grade roster that is complete. Grade changes must be approved at the department level (Level 1 Approver) and at the college level (Level 2 Approver). If approved at both levels, the grade is posted to the student's transcript and the student receives an email notification of the change.

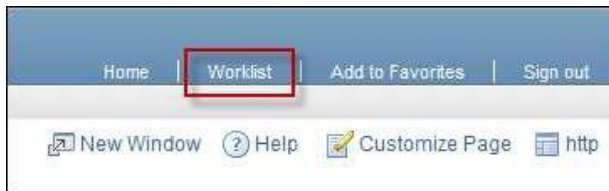
Level 1 and Level 2 Grade Change Approval Process

Step 1: When a grade change is submitted for approval, you will receive an email in your inbox from registrar@asu.edu. The subject of the email will include the text “Pending Grade Changes for....” and indicate the course title. Click on the link provided in the email to access the PeopleSoft Grade Change Request screen.



Note: In addition to accessing the PeopleSoft Grade Change Request screen by clicking on the emailed link, you can also navigate to the screen via <https://cs.oasis.asu.edu> or by clicking on the **PeopleSoft CS** link on your [My ASU](#) page.

Step 2: Once you have logged into PeopleSoft, click on the **Worklist** link (upper right corner of screen).



Step 3: Your Worklist will display a list of classes that have grade change requests pending. Select the class you would like to work on by clicking on the **class link**.



Step 4: Pending grade change requests for the selected class will display for your approval/denial. The **Grd Chg Status** column will indicate a status of **Requested**.

Faculty Center

Grade Change Request

Grade Roster Information

Course	TCL 101	Academic Institution	Arizona State University
Title	Intro Transbrdr Chicana/o Stud	Term	2012 Spring
Class Number	10287	Session	Session C
Class Section	1001	Career	Undergraduate
Component	Lecture	Instructors	[Redacted]

Grd Chg Status	Empl ID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requested/Approved /Denied By	Action Date/Time
Requested	[Redacted]	[Redacted]	Enrolled	I	A	[Redacted]	[Redacted]	08/31/2012 12:01PM

Step 5: Under the **Grd Chg Status** column, click on the status menu drop down arrow to select the appropriate status.

If you are a **Level 1 Approver**, select one of the following options:

- L1 Apprvd** - approve requested grade change
- Denied** - deny requested grade change

If you are a **Level 2 Approver**, select one of the following options:

- L2 Apprvd** - approve requested grade change
- Denied** - deny requested grade change

Faculty Center

Grade Change Request

Grade Roster Information

Course	TCL 101	Academic Institution	Arizona State University
Title	Intro Transbrdr Chicana/o Stud	Term	2012 Spring
Class Number	10287	Session	Session C
Class Section	1001	Career	Undergraduate
Component	Lecture	Instructors	[Redacted]

Grd Chg Status	Empl ID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requested/Approved /Denied By	Action Date/Time
Requested	[Redacted]	[Redacted]	Enrolled	I	A	[Redacted]	[Redacted]	08/31/2012 12:01PM



Step 6: After selecting the appropriate grade change status, you will have the opportunity to enter a brief comment indicating the reason for the selected status in the **Grade Change/Approval/Denial Reason** field. Denials REQUIRE a reason/comment. A reason/comment is encouraged for approvals as well. Click **Submit**.

Faculty Center

Grade Change Request

Grade Roster Information

Course	TCL 101	Academic Institution	Arizona State University
Title	Intro Transbrdr Chicana/o Stud	Term	2012 Spring
Class Number	10287	Session	Session C
Class Section	1001	Career	Undergraduate
Component	Lecture	Instructors	

Grd Chg Status	Empl ID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requested/Approved/Denied By	Action Date/Time
L1 Apprvd	1		Enrolled	I	A			08/31/2012 12:01PM

SUBMIT

View Worklist Refresh

LEVEL 2 APPROVERS: After you click **Submit**, the grade change status will update to **Success** and the updated grade will immediately post to the student’s record. The student will be sent an email indicating that the change has been made. If you see Errors on the class, click on the Errors link and review the message. Contact University Registrar Services at registrar@asu.edu or 480-965-7302 if you need assistance.

Faculty Center

Grade Change Request

Grade Roster Information

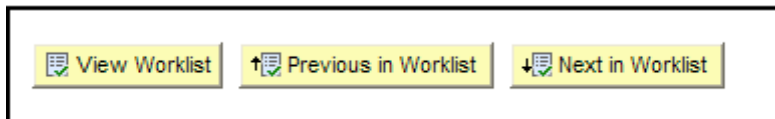
Course	AFR 210	Academic Institution	Arizona State University
Title	Intro African American Studies	Term	2012 Spring
Class Number	15102	Session	Session C
Class Section	1001	Career	Undergraduate
Component	Lecture	Instructors	C

Grd Chg Status	Empl ID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requested/Approved/Denied By	Action Date/Time
Success	120	M...	Enrolled	B		approved		10/15/2012 10:32AM
Success	120	S...	Enrolled	B		approved		10/15/2012 10:32AM
Denied	120	S...	Enrolled	C	B	denied - ex cred not enough to justify grade change		10/15/2012 10:31AM

SUBMIT

View Worklist Previous in Worklist Next in Worklist Refresh

Step 7: Select your next worklist action from the available options.



Step 8: When all the grade change requests for the selected class have been approved or denied, the class will be removed from your worklist. Classes will remain on your worklist until you have processed all of the grade changes for the class.