Procedures for Change of Grade Form using SharePoint

Step 1: Click on Change of Grade form on Registrar’s Webpage registrar.uno.edu

Step 2: Click on Grade Change form

Step 3: Snapshot of the Change of Grade form on SharePoint

Step 4: Choose the Semester using the dropdown box on the right

Step 5: Select the course on which the grades will be changed using the dropdown box

Step 6: The course information on which the grade changed will be processed shows up
Step 7: Select the student for whom the grade will be changed using the dropdown box

Choose the student  Student, John

Step 8: Student information will show up including the name / college/ credit hour/ original grade that was earned by the student

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>1111111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Student, John</td>
</tr>
<tr>
<td>College:</td>
<td>UGRD Sciences Undergraduate</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>3</td>
</tr>
<tr>
<td>Original Grade:</td>
<td>C</td>
</tr>
</tbody>
</table>

Step 9: Click on the new grade using the drop down box and change the grade using the dropdown box

New Grade:  B

Step 10: Enter a reason for the change of grade

Reason:
Retook exam

Step 11: Enter your full name in textbook below. By doing this you are digitally signing the document

Instructor:

Devika Singh  9/3/2013  dsingh1
Step 12: Click on the submit button at the top left of window

Step 13: Chair of the department receives the form via email once the form is approved by the instructor. The chair approves the form by digitally signing on the form and submitting it. The forms gets submitted by clicking on the submit button

Department Chair

Step 14: The dean of the college receives an email once the form gets approved by the chair of the department. The dean approves by digitally signing and submitting the form. The form then proceeds to registrar’s office

Dean of College Offering Course

Step 15: Once the form is processed at the registrar’s office, a notification email will be sent to the instructor

OFFICE USE ONLY

Processed by: Moe Bowen 10/6/2012 mbowen
Comments:
Request completed

Grade Change Form - Last Updated 2/14/2013

Step 11-14a: If the form needs to be rejected at any point, click on the request denied checkbox at the top of the form. Enter a reason the form was denied and submit form