

Grade Change Workflow

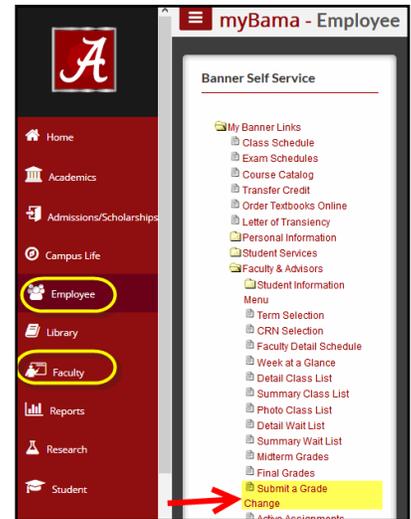
INSTRUCTOR

The professor will initiate the grade change by logging in to myBama.

- Click on either the *Faculty* or the *Employee* tab
- Under the Banner Self-Service section, open the Faculty & Advisors folder
- Click on the **“Submit a Grade Change”** link.

The professor should complete the four step process:

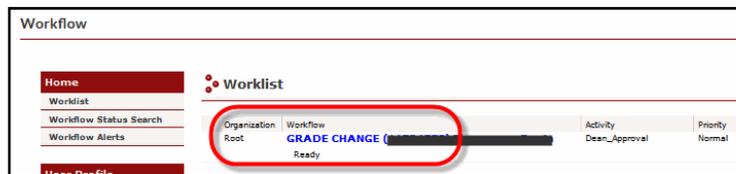
1. **Choose a Term**
Step 1 of 4: Choose a term from the list below
All grade changes for terms prior to Fall 2005 will have to use the paper form.
Select a Term: Spring 2015
Submit
2. **Choose a Course**
Step 2 of 4: Choose a course from the list below
Select a Course: BER-632-001 (15851) Reflect Resist: Qual II
Submit
3. **Choose a student**
Step 3 of 4: Choose a student from the list below
Select a Student: Bailey, Megan S
Submit
4. **Grade Change Form**
Step 4 of 4: Choose new grade and grade comments from the drop-downs below
Name: [Redacted]
Student ID: [Redacted]
Course: BER-632-001 (15851) Reflect Resist: Qual II
Current Grade: A
New Grades: A
Grade Comment Code: Error in grade calculation
Submit



Once the 4th step has been submitted, the grade change will be submitted to the Dean for approval.

DEAN'S APPROVAL

To view grade changes in your workflow, login to myBama. Access the workflow under the Administrative Systems channel on the Employee tab of myBama. You will see a list of grade changes waiting approval. Click on the **GRADE CHANGE** link to view the request.



Please review and complete the grade change request below.

Professor Name: **Melissa, Natalie Susan**
 Professor CWID: [Redacted]
 Student Name: **Melissa, Natalie Susan**
 Student CWID: [Redacted]
 Student Division: ED
 Course Info: BER
 Course Number: 632
 Course Section: 001
 CRN: 15851
 Term: 201510
 Course Division: ED
 Original Grade: A
 New Grade: A
 Comments: Error in grade calculation
 Dean's Comments: [Text Area]
 * Dean's Decision: YES NO
 Complete = sends approval notification to OUR for processing
 Save & Close = Saves the grade change in your workflow, but does not send notification to OUR.
 Buttons: Complete, Save & Close, Cancel

You will see the original grade, new grade, and the rationale for the new grade. Add any comments and select **YES** to approve or **NO** to deny the grade change.

Clicking **COMPLETE** will send notification of the grade change decision to the professor. If the request is approved, the student will also be notified and the change will be made immediately on his/her record.

Clicking 'Save & Close' will save your comments and decision, but will not send the notification. **You will need to come back and complete the approval process.**