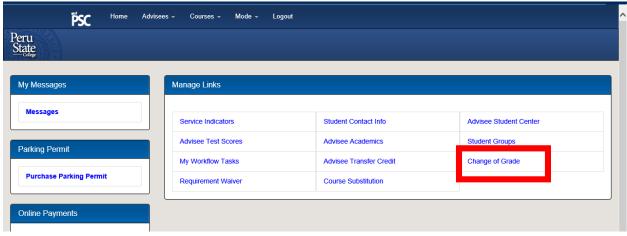
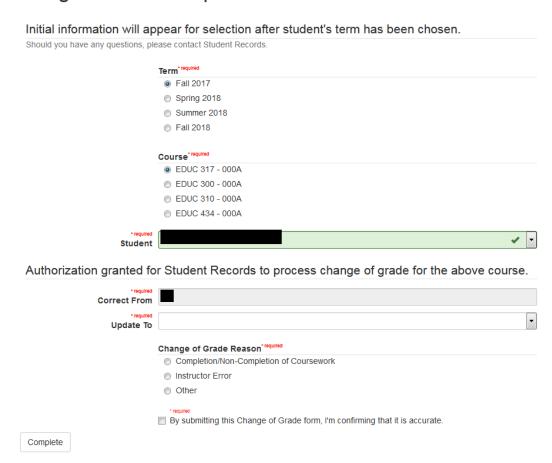
Change of Grade Request Process

- Log into myPSC
- Go to the Faculty /Advisor Dashboard
- Look for button title "Change of Grade" under Manage Links



Complete the form by selecting the course and student information, entering new grade and submitting.
 Information is prepopulated based on selection of term, course and student.

Change of Grade Report



- Notification sent to person submitting the form. (Communication Sample A)
- Dean receives an email notification that they have a workflow that needs completed. (Communication Sample B)

o Dean approval

- notification and workflow sent to Student Records to complete the request (Communication Sample C)
- Student Records completes, notification sent to person submitting the form that it is complete.
 (Communication Sample D)

o Dean denied

- Person submitting the form receives denial notification. (Communication Sample E)
- Must initiate a new form if they want to make a new request based off of Dean's decision

Communication Samples:

