

Change of Grade Request Process

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

The screenshot shows the myPSC Faculty/Advisor Dashboard. At the top, there is a navigation bar with the PSC logo and links for Home, Advisees, Courses, Mode, and Logout. Below the navigation bar is the Peru State College logo. The main content area is divided into two columns. The left column contains three blue boxes: 'My Messages' with a 'Messages' button, 'Parking Permit' with a 'Purchase Parking Permit' button, and 'Online Payments'. The right column is titled 'Manage Links' and contains a table of links. The 'Change of Grade' link is highlighted with a red rectangular box.

Service Indicators	Student Contact Info	Advisee Student Center
Advisee Test Scores	Advisee Academics	Student Groups
My Workflow Tasks	Advisee Transfer Credit	Change of Grade
Requirement Waiver	Course Substitution	

- 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

Initial information will appear for selection after student's term has been chosen.

Should you have any questions, please contact Student Records.

Term ^{* required}

Fall 2017
 Spring 2018
 Summer 2018
 Fall 2018

Course ^{* required}

EDUC 317 - 000A
 EDUC 300 - 000A
 EDUC 310 - 000A
 EDUC 434 - 000A

Student ^{* required} [Redacted] ✓

Authorization granted for Student Records to process change of grade for the above course.

Correct From ^{* required} [Redacted]

Update To ^{* required} [Dropdown]

Change of Grade Reason ^{* required}

Completion/Non-Completion of Coursework
 Instructor Error
 Other

^{* required} By submitting this Change of Grade form, I'm confirming that it is accurate.


Complete

- 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)




- 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)
- 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:

Initiation Confirmation - Change of Grade Report

 studentrecords@peru.edu
Fri 11/30, 9:04 AM
Gul Ahmad

A

  Reply all | 




A Change of Grade Report has been initiated for 19379340 relating to BIOL 130. There will be a final confirmation produced once Student Records has processed this form which would indicate the ability to verify information has updated in MyPSC.

Warm Regards,
Student Records

Change of Grade Report Initiated

 studentrecords@peru.edu
Fri 11/30, 9:04 AM
Paul Hinrichs; Brenda Trail

B

  Reply all | 

School of Arts and Sciences--




19379340 has a Change of Grade Report available within My Workflow Tasks which requires Dean approval. Should Dr. Paul Hinrichs be unavailable for an extended period of time, please contact Student Records.

Warm Regards,
Student Records

Ready to Process - Change of Grade Report


 studentrecords@peru.edu
Fri 11/30, 9:07 AM
studentrecords@peru.edu

C



  Reply all | 

A Change of Grade Report has been submitted for 94452549 relating to BIOL 412. Please check My Workflow Tasks.

Processed Change of Grade Report - Confirm MyPSC

 studentrecords@peru.edu
Fri 11/30, 9:08 AM
Sofia.Lunberfox94452@campus.peru.edu

D

  Reply all | 

The Change of Grade Report your instructor submitted for BIOL 412 is now complete and can be verified in MyPSC. Please make contact with this instructor should you have any further questions about your updated grade for this course.

Warm Regards,
Student Records

Denied Change of Grade Report

 studentrecords@peru.edu
Fri 11/30, 9:06 AM
Gul Ahmad

E

  Reply all | 

You've previously submitted a Change of Grade Report that's been rejected for 19379340 relating to BIOL 130.

You will need to initiate a new Change of Grade Report if new information should be updated for this student. If there are any additional questions, you should discuss them with your Dean.

Their denial comments are included below:
denial comments for testing

Warm Regards,
Student Records