

# ELECTRONIC GRADE CHANGE FOR APPROVERS

(Updated 2016-01-19)

## FACULTY SUBMIT A GRADE CHANGE FORM FROM BEARWEB

Home > Faculty Services > Grade Change Request

Term: Spring 2015  1

Course: FIN  2

Student: Johnson,  3

The Current Grade for Johnson is: B+

Revised Grade: A-  4

Reason: Instructor Correction  5

This is a request for changing the grade of Johnson from B+ to A- in the course FIN.

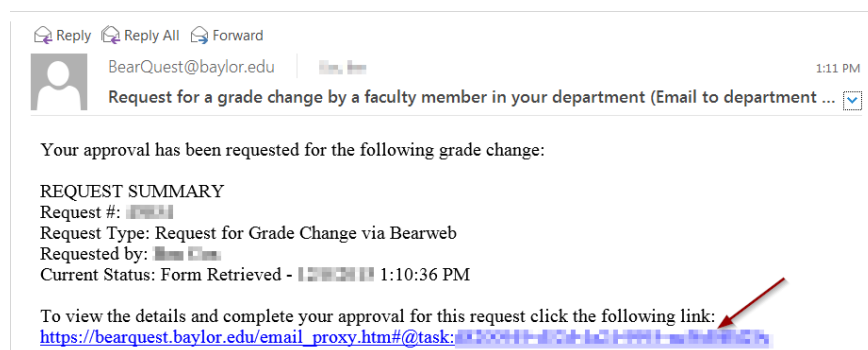
6

Cancel grade change request by clicking on "Return to Faculty Services Menu" below

[Return to Faculty Services Menu](#) | [Submit a New Grade Change](#)

NOTE: There is no need for approvers to take any action in BearWeb. This screenshot was provided to give you an idea of what your faculty see when they submit a request. All of your approval actions will be done in BearQuest.

## APPROVERS RECEIVE ACTION EMAIL FROM BEARQUEST



1. Click or cut-and-paste the link from the BearQuest Email into a web browser, and login to BearQuest.
2. File the email away if you want a direct link to the status of the request instead of searching the "My Requests" area in BQ.

## LOGIN TO BEARQUEST

BearQuest

My Dashboard | Baylor Portal | Request: 456 - Request for Grade Change via Bearweb

Task: Chair Approval | Request Detail | Show View | Discussion

Approval

Please select an option

Please enter comments

Please see this form for more information

[Grade Change Request](#)

1. Login from the email link will take you to the Approval Action screen.
2. Click on the "Grade Change Request" link at the bottom to view the request details.

## VIEW GRADE CHANGE REQUEST DETAILS

Baylor Portal | Request 45834 - Request for Grade Change via Bearweb

Task: Chair Approval | Request Detail | Flow View | Discussion

**Formatted View**

**Grade Change Launch for Grade Change**

Year and Term	201510
CRN (Course Reference Number)	4331
Subject	FIN
Course	4331
Section Number	02
Student Name	
Student Banner ID	
Student PIDM	
Student College	BU
Student Level	UG
Faculty Name	
Faculty Banner ID	
Faculty PIDM	
Old Grade	A-
New Grade	C
Reason	Instructor Correction
Instructor Reason Comments	grade miscalculation by instructor

Export PDF | Close

View the grade change request details, including the “Reason” and “Instructor Reason Comments” fields to make your decision.

## SUBMIT APPROVAL DECISION IN BEARQUEST

Task: Chair Approval | Request Detail | Flow View | Discussion

Approval

Please select an option

Please enter comments

Please see this form for more information

Grade Change Request

Submit

1. Select “Approve” or “Deny” from the dropdown menu for your decision.
2. Add any comments you want to be available for the instructor or other approvers.
3. Click the “Submit” button.

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## VIEW TASK HISTORY FOR REQUESTS

Request Detail | Flow View | Discussion

**Summary**

ID	Name	Type	Status	Requester	Client	Submitted	Updated	Export
	Request for Grade Change via Bearweb	Request for Grade Change via Bearweb	Approved	Requester	Client	9/5/2015 9:50:53 AM	9/5/2015 9:58:50 AM	

**Completed Forms**

Name	Completed By	Date Completed
<a href="#">View Form: Grade Change Request</a>	Requester	9/5/2015 9:50:54 AM
<a href="#">View Form: Internal Use</a>	Requester	9/5/2015 9:58:49 AM

**Task History**

1. Grade Change Request	Status: <b>Completed</b>	9/5/2015 9:50:54 AM	Type: <b>Form</b>	Recipients Assigned: 1	Recipients Completed: 1
2. Pending Chair Approval	Status: <b>Completed</b>	9/5/2015 9:50:54 AM	Type: <b>Milestone</b>	Recipients Assigned: 1	Recipients Completed: 1
3. Assign Chair for Review	Status: <b>Completed</b>	9/5/2015 9:50:54 AM	Type: <b>Dynamic Assigner</b>	Recipients Assigned: 1	Recipients Completed: 1
4. Chair Approval	Status: <b>Completed</b>	9/5/2015 9:57:32 AM	Type: <b>Approval</b>	Recipients Assigned: 1	Recipients Completed: 1

After you submit the request you will be taken to the “Task History” view, which will show the current status of the request. You can check back on this status view later via the link in the original BQ request email, or by searching the “My Requests” area in BQ.

**Q: How will I know if the request is approved?**

A: Email notifications will be sent to the student and instructor. Chairs and Deans can always refer back to BearQuest task history to view the details of the request.

**Q: How can I refer back to a request if a student or faculty member asks me about their case?**

A: The instructor's last name and student's full name are searchable in the My Requests area of BearQuest and on the subject line of the email you received requesting your approval.

- In Bearquest, use the search feature or scroll through the request names looking for the instructor or student.
- In Outlook, you could keep the grade change requests in a folder so you can refer back to them there by their names. The link within the email will continue to take you to the request details in BearQuest.

**Q: Are there some requests that will still need to be done on the paper form?**

A: There are some cases where students may not appear as eligible in the BearWeb roster for faculty.

- Students who have already graduated are not eligible for grade changes in those courses, and will be excluded from the roster. If a dual degree student has completed one degree, but is still pursuing another at the same level, they will not appear. (e.g. this is most likely to occur with graduate students who have completed a master's degree, but are still pursuing a doctorate degree.) These should be submitted on paper forms.
- If a graduate student has an incomplete grade that is more than one year old, the request will need to be completed on a paper form. The BearQuest process only displays terms within the last year to comply with the grade change policies that limit instructor corrections to one year.

**Q: How long will it take for the grade change to be completed?**

A: Once all approval decisions are submitted in BearQuest, grade changes are immediately updated in Banner. Even if the decision is a denial, notifications will be sent immediately to the student and instructor.

**Q: What if I forget to follow up on a request or assume another person in my approval group is going to respond?**

A: Reports will be run periodically to check for any requests that have stalled without an approval decision at the chair or dean levels. Follow up reminders will be sent so the appropriate individuals can respond.