

# Grade Changes

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Grade Change forms are now submitted electronically via SharePoint. SharePoint can be accessed from any computer. If accessing SharePoint from a computer not on the UTA network, a VPN connection will be required. The best browser to use SharePoint is Internet Explorer.

SharePoint Location for CRAs:

Click Here:[AcadForms](#)

\*\*\*You must be given access for this link to work\*\*\*

For information regarding the policy on Grade Changes or how to determine when one is appropriate, please click [here](#).

\*As of **August 21, 2014**, the Office of Records and Registration will no longer accept paper CRA request forms. All departments will need to submit CRA requests electronically via SharePoint.

Please note: The Grade Change form is only to be submitted when changing a final grade (i.e. posted grade of "I" needs to be changed to an "A").

## How to Submit a Grade Change Form

- 1) Click on the above link to access the SharePoint site.
- 2) On the home page, you will see the following:

UNIVERSITY OF TEXAS ARLINGTON

AcadForms » Home

This site is managed by the Office of Records and Registration. Please report site-related problems to [recordsandregistrationprocessing@uta.edu](mailto:recordsandregistrationprocessing@uta.edu)

AcadForms Audit Dashboard Development Dashboard ORR Dashboard All Sites

Processing Dashboard Project Dashboard

**Create New Form:**

- Class Roll Adjustment Request
- Grade Change Request**

**College Dashboards:**

- Architecture
- Business
- Ed & Health Professions
- Engineering
- Liberal Arts
- Nursing
- Science
- Social Work
- University College
- Urban & Public Affairs

**Lists**

- AddlApprovers
- AcadDepts
- CollegesSchools

**My Academic Forms**

<input type="checkbox"/>	Content Type	Student Name	Dept	Instructor Name	Request Status	Name	Modified
There are no items to show in this view of the "Submitted" document library. To add a new item, click "New" or "Upload".							

- 3) Click on the **Grade Change Request** link on the menu that is located to the left.
  - a. Note: Any CRAs or Grade Changes submitted by you will appear as a list on the main section of the homepage.

4) You will now fill out the form with the student and course information.

**University of Texas at Arlington**  
**Grade Change**

*Not Submitted* ← Close

*This form is to be used once grade rosters have generated or a grade has been posted.*

### Student Information

Student Name:\*

Student ID:\*

Student Email:\*

Student Type:\*  ▼

Student Career:\*  ▼

Priority:\*  ▼

### Course Information

Semester*	Year*	Action*	Course Prefix*	Course Number*	Course Section*	Original Grade*	New Grade*
1	<input type="text" value="Select..."/> ▼	Change	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/> ▼	<input type="text" value="Select..."/> ▼

Insert a Row (maximum = 6)

Justification:\*  ▼

Supporting Documentation:

### Requestor/Instructor

Department:\*  ▼

Are you an instructor for at least one of the courses listed above, or are you authorized to submit this form for your department?  Yes  No

Instructor Responsible for this Request: \*  ←

Submit for Instructor Approval

Status of the Grade Change

If you answer *No*, you will need to enter the instructor's name. The best way to do this is to look up the name in the global address book (like Outlook). Just click the address book icon to the right of the *Instructor Responsible* field.

5) Once you submit the Grade Change, it will be routed to the next approver and they will be notified via email. You may also check the status of the Grade change at any time on the home page.

6) Once the Grade Change has been processed, the instructor and student will be notified via email. Note: if the Grade Change has been denied, only the instructor will be notified.

## How to Approve/Deny a Grade Change (For Chairs/Deans)

Once a Grade Change has been submitted, you will need to approve/deny the Grade Change. You should receive an email notification that looks similar to this:

[to be sent to chair:                    ]

Your approval is requested for this [Grade Change](#)

Student: urban studies student

Instructor: Pierce, Susan L

Department: Urban and Public Affairs - Graduate

Within the form, please selected Yes or No to indicate your approval and then click **Submit**.

If you have any questions about this process, please forward them along with this message to the Office of Records and Registration.

Thank you.

*[Please do not reply to this auto-generated message]*

*Note: Only authorized chairs/deans will be able to have access to approve/deny a Grade Change. All others will have read-only access.*

You will receive the email notification from AcadForms with the subject line of **Grade Change Request for Approval [Student's name, ID #]**.

- 1) Click on the **Grade Change** link. This will take you directly to the form.
  - a. If you did not receive a notification email or cannot find it, there is an alternate way shown on page 6.
- 2) Once you are in the form, you may review all the information. You should also be able to view any uploaded attachments, if any.
- 3) To approve/deny the request, you will scroll all the way to the bottom until you see a highlighted drop down. This is where you will make your selection. If denying the grade change, please include a comment as to why is being denied. Click **Submit**. (see below)



# Grade Change

Approval Pending-Chair

Close

This form is to be used once grade rosters have generated or a grade has been posted.

## Student Information

Student Name:

Student ID:

Student Email:

Student Type:

Student Career:

Priority:

## Course Information

	Semester	Year	Action	Course Prefix	Course Number	Course Section	Original Grade	New Grade
1	Summer II	2010	change	3000	3200	10	R	W

Justification:

Supporting Documentation:  This is a test of the TMW request system upload feature.docx  
12.41 KB

Prepared by ttaylor at 2014-04-23T15:51:06

## Approvals

Department:

Instructor:

Mav ID:

Comments:

 Click here to attach a file

Approved by spierce at 2014-04-30T14:28:14

Assoc Dean or Chair:

Do you approve this request?\*

Comments:

 Click here to attach a file

Submit



Once the Chair and Dean have approved the Grade Change, it will be routed to ARR for processing.

## Viewing the College Dashboard

The main section of the homepage is a queue of all the CRAs and Grade Changes that have been submitted by you. You will be able to see the status of each form.

UNIVERSITY OF TEXAS ARLINGTON

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University College  
Urban & Public Affairs

Lists  
AddtlApprovers  
AcadDepts  
CollegesSchools  
Faculty

### My Academic Forms

<input type="checkbox"/>	Content Type	Student Name	Dept	Instructor Name	Request Status	Name	Modified
There are no items to show in this view of the "Submitted" document library. To add a new item, click "New" or "Upload".							

In addition, each department has their own dashboard. This is a queue that is viewable by all staff and faculty and will list all CRAs and Grade Changes by department. Additionally, this is an alternate way to access a Grade Change to approve/deny without having to click from the email notification. Please note: only authorized approvers will actually be able to approve/deny a Grade Change. To access a student's form, simply click on the link under the **Name** column.

UNIVERSITY OF TEXAS ARLINGTON AcadForms ▶ College Dashboard

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Project Dashboard

Recently Modified

Project Dashboard  
CRA Help  
Processing Dashboard  
Home  
College Dashboard

Create New Form:  
Class Roll Adjustment Request  
Grade Change Request

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Liberal Arts  
Nursing  
Science  
Social Work  
University College  
Urban & Public Affairs

Content Type	Student Name	Instructor Name	Request Status	Name	Modified	Dept
Class Roll Adjustment	sdfg	Pierce, Susan L	Approved	<a href="#">20140416T130651bctest-manager</a>	4/16/2014 1:32 PM	Biology
Grade Change	Tammy Taylor	Taylor, Tammy	Approval Pending-Dean	<a href="#">20140423T151258ttaylor</a>	4/30/2014 2:31 PM	Physics
Grade Change	Tammy Taylor	Pierce, Susan L	Approval Pending-Chair	<a href="#">20140423T155106ttaylor</a>	4/30/2014 2:35 PM	Earth and Environmental Science

Find your department's dashboard and click.

Here is the list of all CRAs/Grade Changes for the department. To access the form, just click on the blue link.

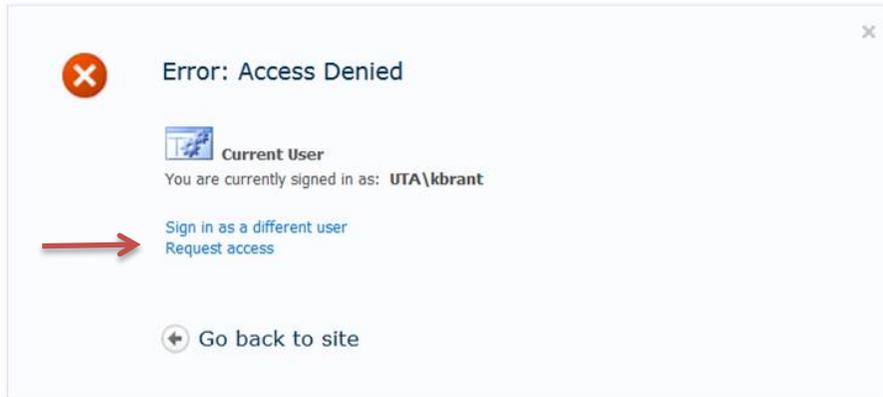
Note: If you are looking for older CRA/Grade change that was submitted and processed, but is not appearing on the list, this means that it has been archived to ImageNow and removed from SharePoint.

## Additional Information

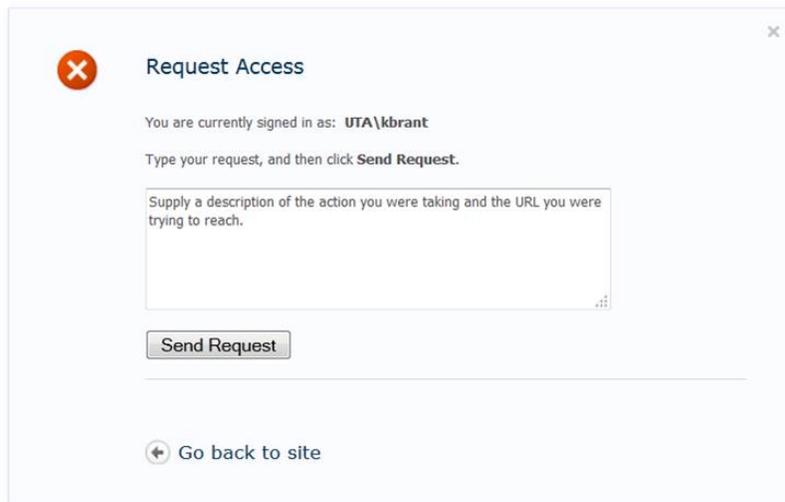
Once the Grade Change has moved forward, an email notification is sent notifying the approver. If no action has been taken after seven days, an email reminder will be sent to the person to inform him or her that a Grade Change is still pending approval. ARR will also receive a notification and will monitor this closely. If necessary, the Grade Change can be re-routed to a different approver.

The department can authorize and designate certain staff members to initiate a Grade Change. If this is not already set up, the Dean may submit a request to [recordsandregistrationprocessing@uta.edu](mailto:recordsandregistrationprocessing@uta.edu) to add this person. Additionally, if there is any staff/faculty that needs to be added or removed from the Grade Change approval workflow, please let the records processing area know via email.

If a staff/faculty member attempts to access the SharePoint site and does not have access, he/she will be able to submit an individual request. The user will receive this notification:



The user may click on the **Request Access** link and it will take them to the following screen. The user will need supply the requested information and **Send Request**. This will be sent to ARR via email and we will be able to grant access from that point.



Once the Grade Change has been processed by the Records Office, this change will reflect in MyMav. Additionally, a copy of the Grade Change will be included in the student's file in ImageNow.

For more information on when a Grade Change is necessary or not, please visit the [ARR website](#).