

Beginning January 6, 2014 at 10a.m., faculty will be able to submit online academic record change requests via WebGrades.

### General Information:

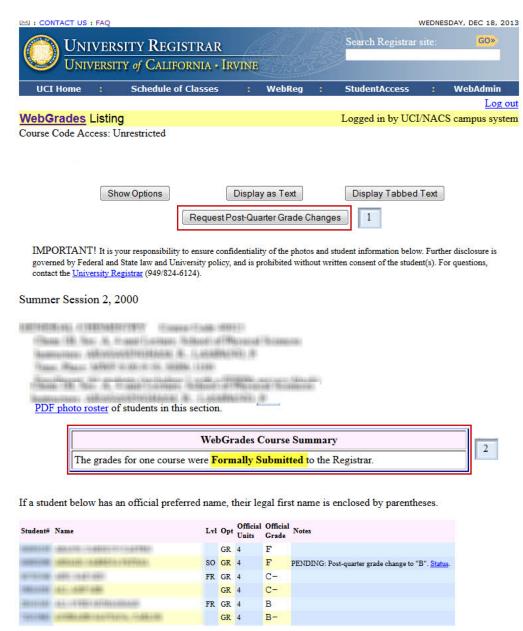
- A course must have been submitted by the WebGrades deadline for a given term in order to use the online academic grade change system.
- Changes for grades can be submitted for the prior five years.
- Changes to units and grade options will be handled via the paper form.
- A \$3 fee for post-quarter adds and drops will be billed to the student's ZotAccount.
- Students are able to see where a grade change is in the review process via StudentAccess.
- Paper forms will be accepted as we transition to the new system during Winter Quarter 2014.
- Academic record changes for Extension students will still be done through the standard paper process.

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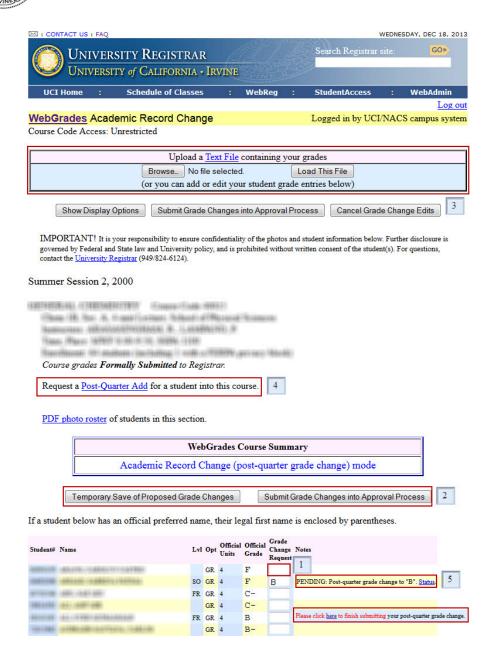


### ONLINE ACADEMIC RECORD CHANGE

#### UC IRVINE · UNIVERSITY REGISTRAR

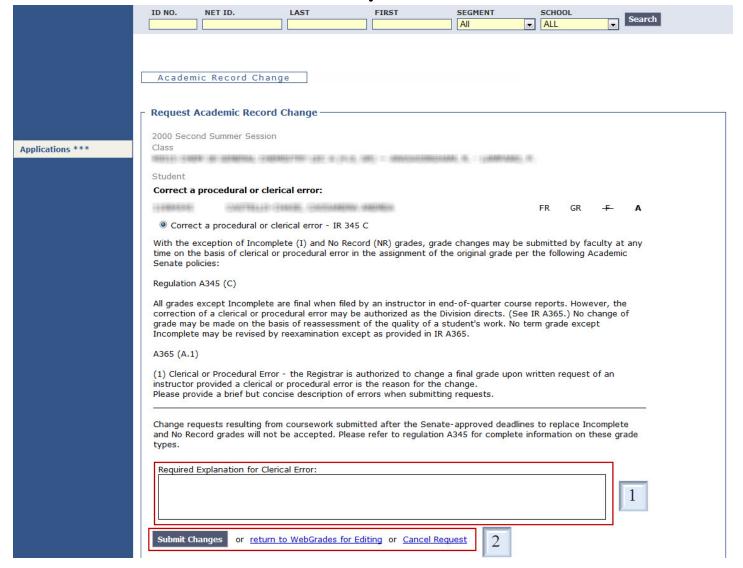


- 1 Click the *Request Post-Quarter Grade Changes* button to submit a request.
- 2 Courses grades must be submitted by the WebGrades deadline to submit requests online.



- 1 Enter the new grade in *Grade Change Request* field.
- 2 Grade change requests can be saved for 24 hours in case additional information is needed prior to submission or they can be submitted immediately.
- 3 If a large number of grades need to be changed, a properly formatted <u>file</u> can be submitted.
- 4 A post-quarter add can be requested for students who were not officially enrolled in the course. See page 5 for more information.
- 5 Approved, Pending, Denied, & unfinished requests can be viewed by clicking the *Status* or *here* link.

## Faculty View



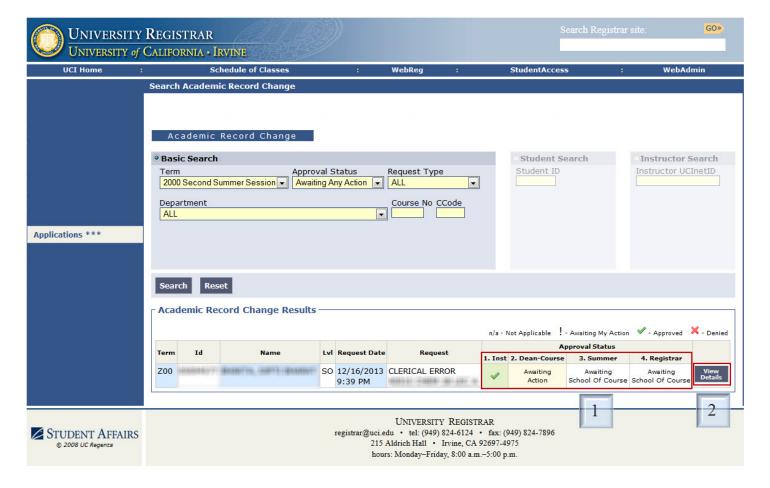
- 1 An explanation is required for the following changes:
  - A post-quarter drop from a No Report (NR) to a Withdrawal (W).
  - A post-quarter add.
  - Correction of a procedural or clerical error.
- 2 Once complete, click the *Submit Changes* button to begin the approval process. Edits can be made by clicking the *return to WebGrades for Editing* button. To cancel the request, click the *Cancel Request* button.

# Faculty View



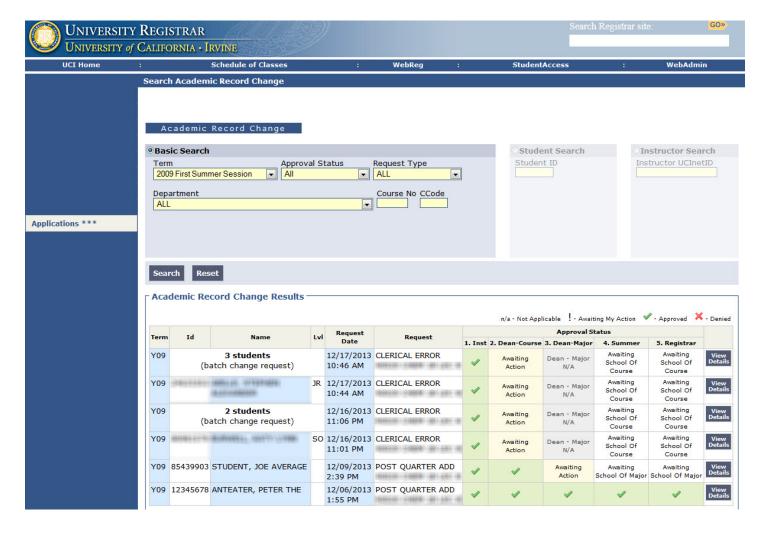
1 – Enter a student's ID NO., NET ID/UCInetID, or Last and First Name to submit a post-quarter add request.

### Status Overview



- 1 The approval status can be tracked to see where the request is at in the process.
- 2 The *View Details* button provides information such as the grade, the reason for the change, and comments from approvers.

## **Term Overview**



Requests can be searched for by Term, Approval Status, Department, Course No, Student ID, and Instructor UCInetID.

### Student View



Students can log into StudentAccess and view the status of a change.



Students can view the details of who has Approved, Denied, or Returned a request. Comments made by approvers are not displayed to students.