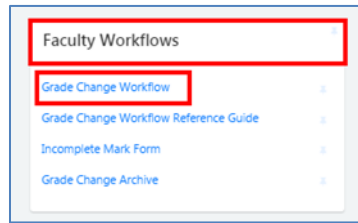
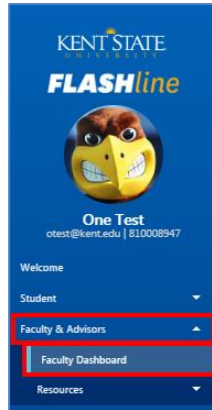


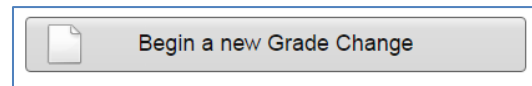
How to Request a Change of Grade, Effective 6/7/2013 (rev 09/2016)

Access to the Grade Change Workflow is found through FlashLine:

Faculty & Advisors >Faculty Dashboard, >Faculty Workflows >'Grade Change Workflow'



Clicking the button labeled '**Begin a new Grade Change**' allows the user to open a workflow to request a change in grade.



In the first section of the workflow form, the **Term** and **Section** must each be selected from the drop down selection boxes.

In the next section, the **Student** must be selected as well as the **New Grade**.

Note: If a Term course roster does not appear in the *Student* menu, contact the Office of the University Registrar at 2-3131.

A **Reason for Change** is required and must be entered into the comment field. A link to the grading policy is included in the instructional text.

A **Checkbox** must be checked to certify that the policies have been read and understood. Help contacts are noted at the bottom of the form. Clicking the **Submit** button sends the request.

*** I certify that I have read and understand the following:**

Grade-to-Grade Change Policy: Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the student to do additional work (e.g. retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class.

Grade-to-Incomplete Mark Change: When changing the reported grade to an "Incomplete" mark, I certify that I have submitted the "Incomplete Mark Form" as required by University policy.

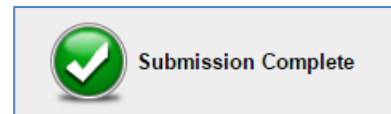
Required

Submit

Help! I need assistance.

For technical support, please contact the HELPdesk at 330-672-HELP (4357) or via the Online Support Portal at <http://support.kent.edu>.
If you have questions about University policy and require additional assistance or clarification, please contact:
Office of the University Registrar at 330-672-3131.

If all required items have been completed, a confirmation message will indicate that request has been accepted.



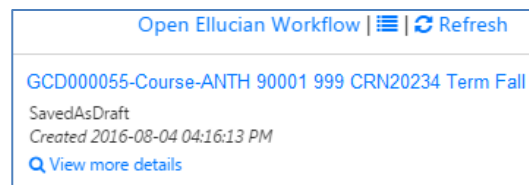
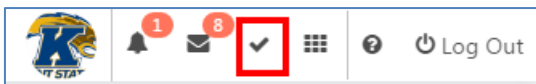
Note: The primary instructor of record for a section may use this workflow to request a grade change.

Recommended web browsers: Internet Explorer and Firefox for PC Computers, and Safari for Macintosh computers.

Other Functions

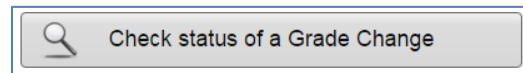
Revise a Returned Form

If an email is received asking to revise a workflow, the form can be opened through FlashLine by accessing the worklists using the **Checklist** icon, and selecting the referenced workflow.



Check the Status of a Grade Change

The *'Grade Change Workflow'* link in FlashLine gives access to the button labeled **Check status of a Grade Change**, from the initial Grade Change Workflow page.



Grading Help

Grading FAQs can be found at <http://www.kent.edu/registrar/faculty-grades-processing>