# How to Request a Change of Grade, Effective 6/7/2013

Office of the University Registrar (330) 672-3131

## Instructions

1. Log in to FlashLine at [http://www.kent.edu](http://www.kent.edu) or from your KSU campus web page. There are two ways to access the workflow form.

2. Click the **Faculty and Advisor Tools Tab** and locate the Faculty Toolbox. Select the Grade Change Workflow link. **-Or-**

   Click the **My Action Items** tab and select **Grade Change** from the list of Workflows.

3. Click the **button** to begin a new Grade Change form.

## Grade Change Form

### Term:
- Select from **Please Select**

### Section Detail:
- Select from **Please Select**

### Primary Instructor:

#### Student:
- Select from **Please Select**

#### Reported Grade:

#### New Grade:
- Select from **Please Select**

*Instructors awarding the grade of INCOMPLETE (IN) must complete an Incomplete Mark Form*

### Required Fields:

#### Name:
- (your name appears)

#### Department:
- (your department appears)

#### Submission Date:
- (today's date appears)

## Workflow & Utilities

- **Grade Change Workflow**

## My Action Items

- **Grade Change**

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4. Select the **Term**.

   | Term: | Fall 2012 |

5. Select the **Section**.

   | Section Detail: | CHEM 10030 200 - CHEMISTRY IN OUR WORLD-11567 |

6. Select the **Student**.

   | Student: | Doe, Jane (800980008) |
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7. The Reported Grade displays. Select the **New Grade**. (You cannot change an AU or W.)

Note: *If a prior term course roster does not appear in the menu, call the Registrar at 2-3131.*

8. Type the required **Reason for Change** in the field provided, up to 250 characters.

9. A link to the grading policy is provided in the text.

10. Click the checkbox seen at the left of the policy statements to certify that you have read and understand them.

11. Review the form and click **Submit**.

   A confirmation message appears. Close the form window to exit, or click the link provided to enter another form.

12. Help contacts are found on the form.

**Other Functions**

- **Revise a Returned Form**: If you receive e-mail asking you to revise a form, go to **My Worklist** on the **My Action Items** tab in FlashLine. Click the form name in the list to open and edit the form.

- **Check the status of a grade change**: Click on the Grade Change Workflow link in your Faculty Toolbox on the Faculty and Advisor Tools Tab to access the Check Status of a Grade Change link.

- **Help with grading**: Read **Grading Frequently Asked Questions** at [http://www.kent.edu/registrar/facstaff/gradefaq.cfm#help](http://www.kent.edu/registrar/facstaff/gradefaq.cfm#help)

- **Tips**:
  - The primary instructor of record for a section may use this workflow to request a grade change.
  - **Use these recommended web browsers**: Internet Explorer and Firefox on PC computers, Safari on Macintosh computers.

Updated 6/7/2013