Approver eGrade Change

Overview

This process will allow an instructor or administrator (in the SR E Initiator 2 GC role in SIS) to electronically submit a grade change. The eGrade document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- “Nodes” of approval are set at each campus, according to their academic policies. **NOTE:** If you initiated a document and are also part of the route path for that document, you may be skipped due to the fact that you were the initiator (this setup varies by campus).
  1. Course Authority (Department offering the course)
  2. Course Dean Authority (Dean of School offering the course)
  3. Academic Affairs Committee Chair
  4. Vice Chancellor Academic Affairs
  5. Academic Authority (Dean of Student’s current school/program)
  6. Registrar 1 (First level of approval in Registrar’s office)
  7. Registrar 2 (Second level of approval in Registrar’s office)
  8. Veteran’s Affairs notification (Only if student has a VA student group)

- Once approved and the SIS enrollment table is updated, e-mail confirmation will be sent to the University email address of the student, the instructor, and the administrator who initiated the document.

Steps

Approver Action

1. Log into one.iu.edu.
2. In the **Search** bar, type "**action list**" and press **ENTER**.
3. Click on the **Action List** task.

4. The **Action List** will be displayed. The initial sort is by document **Id**. You can sort this page by any of the links at the top of the list (**Id, Type, Status, Initiator**, etc). To sort, double click on the underlined title of the column and the list will sort by that column.

The **Initiator** column displays the name of the instructor or administrator who initiated the document.
The **Title** column contains pertinent information specific to the request, which may help in sorting and filtering a list among the workgroup. The title includes the type of grade change, class number, subject, course prefix, catalog number, institution, and term.

There are eight types of grade changes:

- **Grade Change** (Official grade to official grade)
- **Removal of I** (Incomplete to official grade)
- **Removal of R** (R to official grade)
- **Retroactive W** (Official grade to withdrawn)
- **I to W** (Incomplete to withdrawn)
- **Extension of I** (Incomplete extended indefinitely)
- **FN/N to W** (F for lack of attendance/no attendance to withdrawn)
- **ADS to W** (Academic Dishonesty grade to withdrawn)

5. Click on the **Log** icon for detail of when the request was submitted. It also provides other information related to the document.

6. In the **Action List**, click on the document **Id** to access the request.
7. Once the document is retrieved, you need to review it to determine whether approval may be granted. Standards for approval/non-approval are the same as those used with the paper-driven process.

- **Approve**: Reviewer approves action and submits for next level of approval or update to SIS.
- **Disapprove**: Reviewer disapproves action and notification of that action will be returned to the initiator. A note should be added to explain why document was disapproved.
- **Cancel document**: Reviewer has received notice from the initiator that the document should be cancelled.
- **Hold**: The document has been reviewed, but is not ready for action. If you click the hold button, the following message will be displayed: “You have placed this request on hold. The document has been marked with your username in the action list.”
  - If an individual in the workgroup takes this action, others in the workgroup will see the advisor’s username next to this Document ID when they view their Action List. “Holding” a document does not lock others from accessing the document nor does it prevent anyone else from taking action.
- **Add Note** field may be used by approver. Notes should always be used if disapproving or cancelling a request to explain the reason for such action. Note that Notes are visible to anyone on the route path. *Do not enter any information that should not be considered part of the academic record, to be viewed by personnel in the academic departments, schools or the Registrar.*

8. Once the document is approved, the following will be displayed.
9. When you are finished reviewing/approving the request, click [close window].

10. The final approval based on campus-specific requirements (refer back to page 1) will send the add request to the SIS enrollment engine for processing. Consequently, the grade will be changed on the student’s record. If there is an error in processing, the document will go to the Registrar’s office for resolution.

   In addition, an email is automatically generated to the instructor, student, and administrator (if someone other than the instructor initiated the document) informing him/her of the successful completion of the grade change as well as providing the document ID.

   When a document is approved, disapproved, or cancelled, a note is automatically added to the document showing the ID of the approver.

   If the grade change is Disapproved or Canceled:
   - The SIS Enrollment Table will not be updated.
   - Notification will be sent to the instructor’s or administrative initiator’s University e-mail address.

**Additional Information**
- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.