



Change of Grade Workflow

Step 1: Log into your MyESU Portal.

Step 2: Go to Faculty Resources Tab.

Step 3: Go to the Change of Grade Tool box.

Step 4: Click on “Change A Grade” button.

Change A Grade



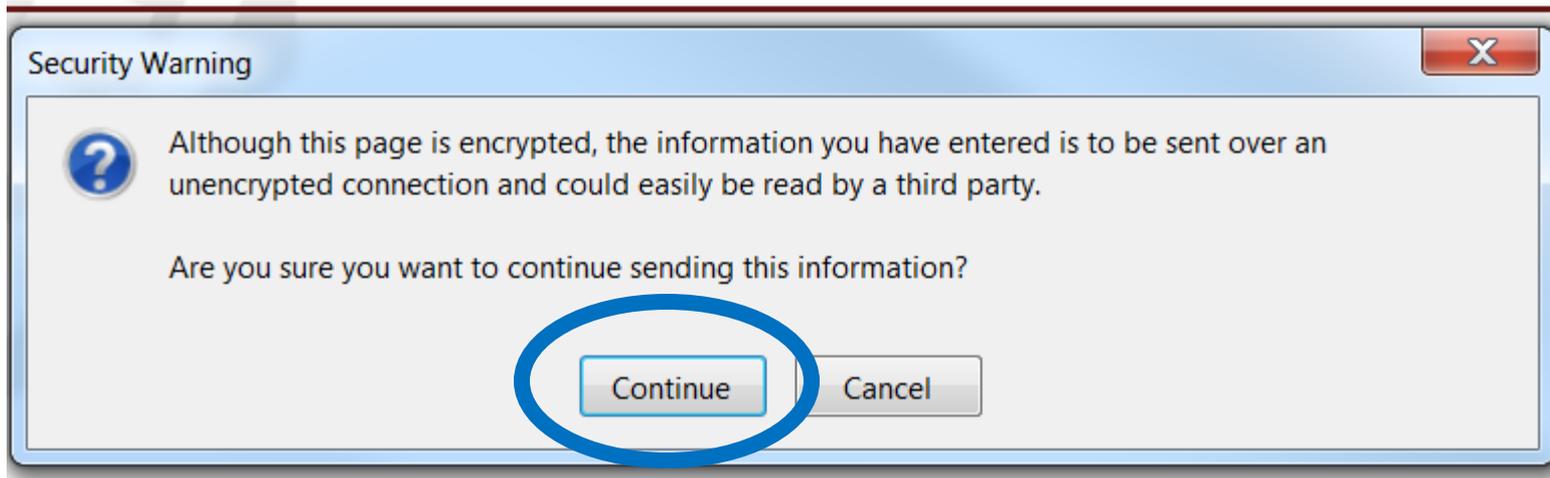
Submit Grade Change Request

Change A Grade

Step 5: You will be directed to Self Service Banner.

Step 6: The pop-up box will come up.

Step 7: Click on Continue button.



Step 8: The following page will come up.

Step 9: After Welcome will be your name and your department.

Step 10: Put in 9 digit Student ID number

Step 11: Click OK to submit.

ESU East Stroudsburg University

ESU Faculty Change of Grade Website

Welcome Your Name PSY

Please Enter Student ID
then Click OK to Submit

000247774

OK

Cancel Request

IMPORTANT—If you get the information below you should click the Cancel Request button and contact Enrollment Services at records@esu.edu

ESU East Stroudsburg University

ESU Faculty Change of Grade Website

Welcome

ENGL

**Please Enter Student ID
then Click OK to Submit**

OK

Student ID is invalid or did not take a class with you in the last year - please try again or Cancel request and email Enrollment Services at records@esu.edu for further assistance

Cancel Request

ESU Faculty Change of Grade Website

Welcome , PSY

	Student ID	First Name	Last Name	LEVEL	CRN	Subject Code	Dept	Course Number	Course Title	Grade	Term	Grade Mode
<input type="button" value="Select"/>	00247774	Burgy	Warrior	U	10982	PSY	PSY	100	GE: General Psychology	I	201310	S

Click the **Select Button** Above to choose the grade you want to change

Cancel Request

Step 12: The students name, level, CRN, Subject, Dept, Course Number, Course Title, Grade, Term, and Grade Mode will come up. If the student was in more than one course with you there will be multiple entries.

Step 13: Click on Select for the course that you are changing the grade.

Step 14: You will now have a drop down box indicating all grades that you can choose from.

Step 15: Chose the grade you wish to assign.

ESU East Stroudsburg University

ESU Faculty Change of Grade Website

Welcome PSY

Student ID	First Name	Last Name	LEVEL	CRN	Subject Code	Dept	Course Number	Course Title	Grade	Term	Grade Mode
000247774	Burgy	Warrior	U	10982	PSY	PSY	100	GE: General Psychology I	I	201310	S

Select New Grade Below from the Drop Down List

New Grade:

- Select New Grade -
- A
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- E
- I
- L
- Y

Cancel Rec

Step 16: As soon as you select a grade, the screen will change.

Step 17: Select the reason for the grade change.

ESU East Stroudsburg University

ESU Faculty Change of Grade Website

Welcome PSY

Student ID	First Name	Last Name	LEVEL	CRN	Subject Code	Dept	Course Number	Course Title	Grade	Term	Grade Mode
000247774	Burgy	Warrior	U	10982	PSY	PSY	100	GE: General Psychology	I	201310	S

Select the Reason for the Change of Grade from the Drop Down List

Reason:

- Select Reason -
- Entry Error Fixed
- Incomplete Completed
- Late Submittal
- Re-Calculated

[Cancel Request](#)

ESU Faculty Change of Grade Website

Welcome ' PSY

Requested Grade Change

Student ID	First Name	Last Name	Level	CRN	Subject	Dept	Course Number	Course Title	Term Cr	Current Grade	New Grade	Reason
000247774	Burgy	Warrior	U	10982	PSY	PSY	100	GE: General Psychology	20131	I	A	Incomplete Completed

Submit Request

Click Green "Submit Request" Button to confirm the information above and submit request

Retry Request

Click "Retry Request" to Start Over if Requested Grade Change Information above is wrong

Cancel Request

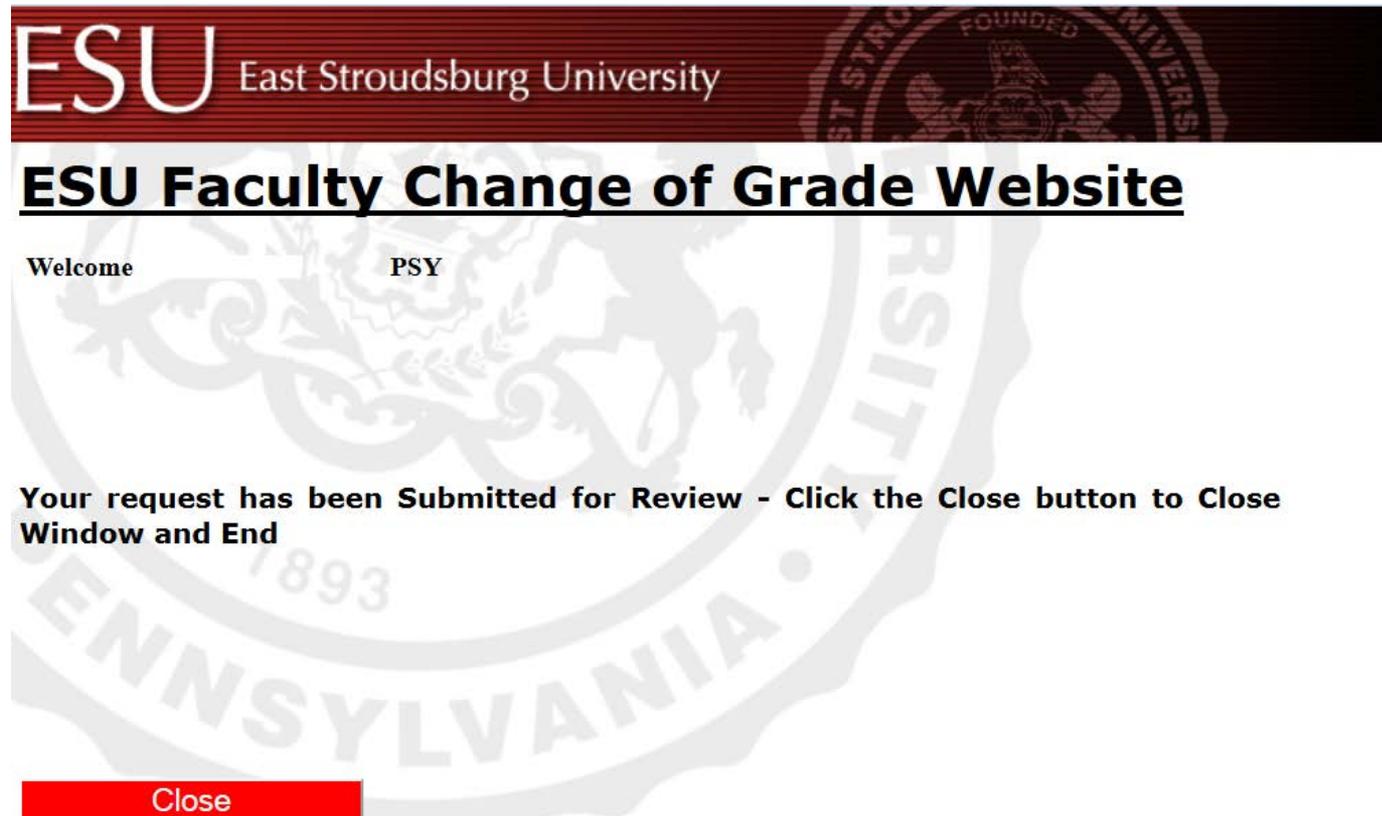
Click Red "Cancel Request" to End Program

Step 18: As soon as you select a reason, the screen shown above will change. Take note of last three columns which indicate current grade, new grade, and the reason.

Step 19: At this point you can Submit Request, Retry Request, or Cancel Request. Click on the appropriate button.

Step 20: You will see the screen below letting you know your request was submitted.

Step 21: Click on Close Button



The screenshot shows a notification window from East Stroudsburg University (ESU). At the top left, the ESU logo and name are displayed. To the right is a circular seal with the text "ESTR" and "FOUNDED". Below the header, the title "ESU Faculty Change of Grade Website" is underlined. The main content area contains the text "Welcome" followed by "PSY" and a large message: "Your request has been Submitted for Review - Click the Close button to Close Window and End". At the bottom left, there is a red button labeled "Close". A large, faint watermark of the university seal is visible in the background.

ESU East Stroudsburg University

ESU Faculty Change of Grade Website

Welcome PSY

Your request has been Submitted for Review - Click the Close button to Close Window and End

Close

Step 22: An email will be sent to the department chairperson.

Step 23: Department Chairperson would click the link.

Dr. Drago,

Prof. (Course instructors name will appear here) has submitted a Change of Grade Request for your review and approval. Please click on the link below to access Banner Workflow and the Department Chair Change of Grade Approval form. You will need to sign into Banner Workflow using your normal Banner INB username and password.

[Click this link to access Approval Form](#)

This is an automated Banner Workflow message - please do not respond to this email.

Step 24: If you are the department chairperson or the department chairperson is not available, the email below will be sent to the Dean.

Step 25: College Dean would click on the link.

Dr. Hawkes,

Prof. (Your Name appears here) has submitted a Change of Grade Request for your review and approval. Please click on the 'Approval Form' link below to access Banner Workflow and the Dean Change of Grade Approval form. You will need to sign into Banner Workflow using your normal Banner INB username and password.

[Click this link to access Approval Form](#)

This is an automated Banner Workflow message - please do not respond to this email.

Step 26: When the dean or department chairperson clicks the link, they will be directed to this page.

Step 27: If the change is approved, dean or department chair will Click on radial button by Approve. If not approved click on radial button by Deny and put in Denial Reason in box.

NOTE: Send to Dean for Approval is used only if the Department Chair does not respond within three days. The Student Enrollment Center will be notified and will click this button to have the request sent to the College Dean.

Requesting Faculty Member:

_____ @po-box.esu.edu

Student Information:

Student ID: 000247774
Name, Level: Burgy Warrior, U

Course Information:

CRN: 10982
Subject: PSY
Course Number: 100
Course Title: GE: General Psychology
Term Code: 201310

Grade Change Requested:

Current Grade: I
New Grade: A
Reason for Change: Incomplete Completed

* Approval Options

- Approve
- Deny - Please enter reason for denial in the box below
- Send to Dean for Approval (if Chair is not Available)

***** Note: Reasons entered below are sent to the Requesting Professor in a Denial Email *****

Denial Reason:

Click Complete to Finish and Submit to Workflow!

Complete

Save & Close

Cancel

Step 28: When the grade has been changed the email below will be sent out to the professor, dean/chairperson and student.

*** CC Student, Faculty, Chair ***

Prof. (Your name and Deans/Chairpersons name appears here)

The Change of Grade requested by Prof. (Your Name) and approved by Dr. (Dean/Chairperson name appears hears) (see below) has been completed!

Student ID - Student Name - Student Level:

000247774 - - U Burgy Warrior

CRN - Course Number - Course Title - Subject - Term Code:

10982 - 100 - GE: General Psychology – PSY 100 - 201310

Original Grade: I

New Grade: **A**

Reason for Change:

Incomplete Completed

The changes have been made to the student's record.

If you have any further questions please contact Enrollment Services at records@esu.edu.

Sincerely

Enrollment Services