

Requester's Name: _____

Grades

Step 1 – Provide a List Department ID's and Academic Orgs:

- For classes with terms from summer 2008 and earlier - provide the 3 digit Academic Org code(s).
- For classes with terms from fall 2008 or later – provide the 5 digit Department code(s).

ACADEMIC ORGS (3 DIGIT CODE)	DEPARTMENT ID (5 DIGIT CODE)

STEP 2: Select the Approval Statement that is true for your department.

✓ ONLY ONE STATEMENT	APPROVAL STATEMENT
	My Department will not require approval for any grade changes. <i>If this option is checked do not select Department Approver in Step 3.</i>
	My Department will require approval for any grade changes.

STEP 3: Select all required roles. Do not select Department Approver if your department does not require approval for grade changes.

✓ ONE OR MORE	GRADE ROLE	ROLE DESCRIPTION
	Department Approver.	Users assigned this role will receive an email when there is a grade change that requires approval. The user will be directed to enter an approval or denial of a grade change request electronically.
	Department Initiator.	Users assigned this role will have access to initiate a grade change for any class in any term within the departmental org supplied above. This may include the departmental secretary who currently fills out the supplemental grade form(s).
	Departmental contact.	Users assigned this role may be faculty or staff within the department. These users will receive an email for all approved grade changes in the departmental org listed above. EACH DEPARTMENT MUST HAVE A LEAST ONE PERSON ASSIGNED THIS ROLE.

STEP 4: Departmental Approval: Required for all Grade requests:

Department Head Signature:	Phone Number:	Date: