

Online Grade Change – Instructions for Authorized Initiators (Proxies)

Authorized grade change initiators were designated at the beginning of the project for each college. Within the grade change process, these initiators are referred to as proxies. The Dean's office can change the list of authorized initiators by sending an email to the Registrar's office at registrar@uccs.edu.

Before you begin an online grade change request, be aware of the following warnings/restrictions.

- You cannot use Online Grade Change to change a grade to W or F. You must submit these changes via the paper form.
- You must add the following string to your exceptions list if you have pop-up blockers turned on:

*.prod.cu.edu
- The person designated to submit a grade change on behalf of the instructor must log onto CU-SIS. You must have the student ID of the student whose grade you are changing, and the term in which the class was taken.

Once you have reviewed the above warnings, use the following navigation to get to the grade change initiation screen and click on the Proxy tab.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Grading ▾ > Grade Change Initiation Form

 User: [REDACTED] on Database: ICSTST Menu ▾ Search

Instructor **Proxy**

Request Seq Nbr: 21

This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID: 

*Please enter the Institution:

*Please select from the following term:

*Please select from the following class
list:

Please select submit changed or late grade

Official Grade *Grade Input

Status: Date Submitted: Action Date:

Instructor | Proxy

Enter the student's ID, the term, and select a class from the drop-down menu. Select the new grade from the Grade Input drop-down menu. Enter any comments in the Comment box.

Request Seq Nbr: 99999

This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID: [redacted]

*Please enter the Institution: CU Colorado Springs

*Please select from the following term: Spring 2016 UC Colo Spring

*Please select from the following class list: BIOL, 5440, 003

Please select submit changed or late grade

Official Grade: A

*Grade Input: C

Comment: Comment entered by proxy in grade change request form

Status: Date Submitted: 06/27/2017 Action Date:

Save Notify Add Update/Display Include History

Click on Save.
A new window opens.

On this screen, you can also type comments in the "More Information" box. You can overwrite the message in the box, or add to it.

Form

Seq #: 9 **Colorado Springs - BUSN**

*Subject: CUSPG ,2151 ,FNCE ,1200 ,001(29916)

Priority: 3-Standard Due Date:

Status: Initial

Request ID:

[Students for grade change](#)

More Information:
 Message Catalog: 25000 Msg: 7
 Student completed an extra credit project to improve grade.

If you want to verify the student or grade information, click on “Students for grade change.”

https://ieptst.qa.cu.edu/psc/ieptst/EMPLOYEE/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM_ADD?FORM_TYPE=CU_CS_BUSN&SEQ_NBR=20

Environment Links - Home Grade Change Initiation Form Search/Fill a Form

File Edit View Favorites Tools Help

Home - Environment Links Suggested Sites Web Slice Gallery CIW ISIS Employee-facing registry ... Google Logon Page Sig

Form Instructions Attachments

Seq #: 20 **Colorado Springs - BUSN**

*Subject: CUSPG ,2151 ,INFS ,3000 ,004(32847)

Priority: 3-Standard Due Date:

Status: Initial

Request ID:

[Students for grade change](#)

More Information:
 Message Catalog: 25000 Msg: 7

Form | Instructions | Attachments

A new window opens:

CU_GRDCHANGE_REQUEST

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-1 of 1 Las

Seq Nbr	ID	First Name	Last	Institution	Term	Class Nbr	Subject	Catalog	Section	Career	Grd Scheme	Grade Base	Original Grade	Changed Grade	Submitted Dt	User	Instructor Comment
1	1265			CUSPG	2161	41716	BIOL	5440	003	GRAD	GRD	LTR	A	C	06/27/2017		Comment entered by proxy in grade change request form

Close this window.

Click on Submit:

Form | Instructions | Attachments

Seq #: 20 **Colorado Springs - BUSN**

*Subject: CUSPG ,2151 ,INFS ,3000 ,004(32847)

Priority: 3-Standard Due Date:

Status: Initial Preview Approval **Submit**

Request ID:

Students for grade change

More Information:

Message Catalog: 25000 Msg: 7

[Form](#) | [Instructions](#) | [Attachments](#)

The next screen shows the routing of the request. In the example below, the request will go next to the CLAS Dean (or the person who is authorized to approve a grade change on the Dean's behalf). Click OK.

Colorado Springs - CLAS

Subject CUSPG ,2161 ,BIOL ,5440 ,003(41716)

Review/Edit Approvers

Colorado Springs - CLAS: 1426:Pending

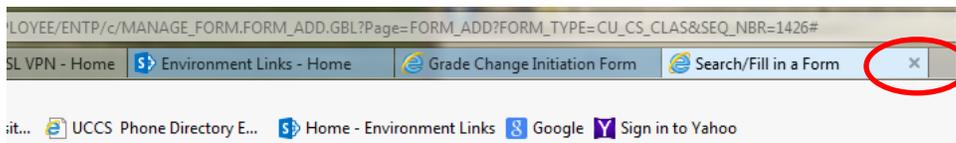
1

Pending

Multiple Approvers
Grade Change UCCS Dean CLAS

OK

Close this window.



Colorado Springs - CLAS

0 ,003(41716)

Due Date:

Approver Status Cancel Approval

Request ID 1265

Students for grade change

On the Grade Change Initiation Form, Sign out.

Favorites Main Menu Curriculum Management Grading Grade Change Initiation Form
 User: MCCA000001 on Database: ICSTST Menu Search Advanced Search Last Search Results Home Worklist Add to Favorites **Sign out**
 Instructor Proxy
 Request Seq Nbr: 21
 This is your online form to submit a grade change or enter a late grade.
 Please enter the Student ID: 104685692
 Please enter the Institution: CU Colorado Springs
 Please select from the following term: Spring 2015 UC Colo Springs
 Please select from the following class list: QUAN, 2010, 004
 Please select submit changed or late grade
 Official Grade: C- Grade Input: C+
 Status: In Review Date Submitted: 12/21/2015 Action Date:
 Save Notify Add Update/Display Include History
 Instructor Proxy

Your request will be routed to the Dean's office. Once your grade change request has been approved by the Dean's Office, you will receive an email informing you of the approval.

786 B	Grade Notification	05.02.2016 16:35	hdoreype@uccs.edu	kfarmer@uccs.edu
1 KB	[Form Approval] Form 23 (CU_CS_BUSN) has been Approved	05.02.2016 15:59	rmccann@uccs.edu	ieptst@qiepapp06.qa.cu.edu
3 KB	A Grade Change is waiting for your Approval	05.02.2016 15:28	barbara.easter@colorado.edu, ...	ieptst@qiepapp06.qa.cu.edu
1 KB	[Form Approval] Form 3 (CU_CS_BUSN) has been Approved	05.02.2016 15:10	gaugspur@uccs.edu	ieptst@qiepapp06.qa.cu.edu
1 KB	[Form Approval] Form 24 (CU_CS_BUSN) has been Approved	05.02.2016 14:41	whaddad@uccs.edu	ieptst@qiepapp06.qa.cu.edu
3 KB	A Grade Change is waiting for your Approval	05.02.2016 14:04	barbara.easter@colorado.edu, ...	ieptst@qiepapp06.qa.cu.edu
1 KB	A Grade Change is waiting for your Approval	05.02.2016 13:57	tcasey2@uccs.edu, cclaibor@u...	ieptst@qiepapp06.qa.cu.edu
1 KB	A Grade Change is waiting for your Approval	05.02.2016 11:06	tcasey2@uccs.edu, cclaibor@u...	ieptst@qiepapp06.qa.cu.edu

Select Messages 1 to 44 of 44
[Form Approval] Form 23 (CU_CS_BUSN) has been Approved
 From: ieptst@qiepapp06.qa.cu.edu Date: 05.02.2016 15:59
 Form 23 (CU_CS_BUSN) has been approved. Details are shown below:
 Subject: CUSPG ,2151 ,BUAD ,1000 ,002(29928)
 Priority: 3
 Due Date:
 Requester: MCCA000001
 Click on the URL to access the form: https://ieptst.qa.cu.edu/psp/ieptst/UCCS2/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=23
 (This message was automatically generated by Form and Approval Builder on 2016-02-05 at 15.59.01.000000. Please do not reply to this email.)

After approval, a batch job will run that actually changes the grade in the database. After the grade has been changed, a notification email will be sent to Advising, the student, the Dean's Office, and you, the initiator. If the class is a graduate level class, the Advising department has requested to *not* receive an email notification.

Below is an example of this email.

938 B	Grade Notification	05.02.2016 16:35	mberanek@uccs.edu, RMCCAN...	kfarmer@uccs.edu
802 B	Grade Notification	05.02.2016 16:35	success@uccs.edu	kfarmer@uccs.edu
785 B	Grade Notification	05.02.2016 16:35	nades@uccs.edu	kfarmer@uccs.edu
799 B	Grade Notification	05.02.2016 16:35	success@uccs.edu	kfarmer@uccs.edu
786 B	Grade Notification	05.02.2016 16:35	hdoreype@uccs.edu	kfarmer@uccs.edu
1 KB	[Form Approval] Form 23 (CU_CS_BUSN) has been Approved	05.02.2016 15:59	rmccann@uccs.edu	ieptst@qiepapp06.qa.cu.edu
3 KB	A Grade Change is waiting for your Approval	05.02.2016 15:28	barbara.easter@colorado.edu, ...	ieptst@qiepapp06.qa.cu.edu
1 KB	[Form Approval] Form 3 (CU_CS_BUSN) has been Approved	05.02.2016 15:10	gaugspur@uccs.edu	ieptst@qiepapp06.qa.cu.edu
1 KB	[Form Approval] Form 24 (CU_CS_BUSN) has been Approved	05.02.2016 14:41	whaddad@uccs.edu	ieptst@qiepapp06.qa.cu.edu
3 KB	A Grade Change is waiting for your Approval	05.02.2016 14:04	barbara.easter@colorado.edu, ...	ieptst@qiepapp06.qa.cu.edu

Select Messages 1 to 44 of 44

Grade Notification
From kfarmer@uccs.edu Date 05.02.2016 16:35

Please be aware that a grade change has been processed for student: 105201372 at the request of the course instructor. The changed grade occurred for Spring 2015 in BUAD 1000. For grade change details, please log into your student portal to view the changed grade.

If the Dean's Office or the Registrar's Office denies the request, you will receive an email notifying you of that.

Size	Subject	Date	To	From
1 KB	[Form Approval] Form 37 (CU_CS_BUSN) has been Denied	Today 10:55	whaddad@uccs.edu	ieptst@qiepapp06.qa.cu.edu
1 KB	A Grade Change is waiting for your Approval	Today 10:39	tcasey2@uccs.edu, cclaibor@u...	ieptst@qiepapp06.qa.cu.edu
943 B	Grade Notification	Today 08:21	mberanek@uccs.edu, GAUGSP...	kfarmer@uccs.edu
943 B	★ Grade Notification	Today 08:21	mberanek@uccs.edu, GAU...	kfarmer@uccs.edu
803 B	Grade Notification	Today 08:21	success@uccs.edu	kfarmer@uccs.edu
804 B	Grade Notification	Today 08:21	success@uccs.edu	kfarmer@uccs.edu
790 B	★ Grade Notification	Today 08:21	pbeardin@uccs.edu	kfarmer@uccs.edu
788 B	Grade Notification	Today 08:20	dbowen@uccs.edu	kfarmer@uccs.edu
3 KB	A Grade Change is waiting for your Approval	Thu 15:04	barbara.easter@colorado.edu, ...	ieptst@qiepapp06.qa.cu.edu

Select Messages 1 to 31 of 31

[Form Approval] Form 37 (CU_CS_BUSN) has been Denied
From ieptst@qiepapp06.qa.cu.edu Date Today 10:55

Form 37 (CU_CS_BUSN) has been denied. Details are shown below:
Subject: CUSPG , 2151 , FNCE , 1200 , 001(29916)
Priority: 3
Due Date:
Requester: HADD000001

Click on the URL to access the form: https://icstst.qa.cu.edu/psp/icstst/EMPLOYEE/ENTP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=37

(This message was automatically generated by Form and Approval Builder on 2016-02-12 at 10.55.39.000000. Please do not reply to this email.)

When a request has been denied, it will be processed by the nightly batch job, and the request will be withdrawn. Another request may be submitted once the batch process has taken the original request out of "in review" status. Subsequent requests would be submitted in the same way as the original request.