DREXEL UNIVERSITY
Office of the
University
Registrar

DEPARTMENT GUIDE TO ONLINE GRADE APPROVAL

Synopsis: This guide will present the step by step process of approving or denying grade changes submitted by instructors through the electroninc DrexelOne grade change portal. Intructors are only able to submit an electronic grade change under the following conditions.

- The course was originally graded within one academic year of the change submission.

    - Example: A grade for Fall Quarter 2019-2020 Academic Year may be change through DrexelOne by the last day of classes of Fall Quarter 2020-2021 Aacademic Year.

- The student has not been awarded a degree in the program of study that the course will count towards in academic history.

    - Example: A course grade that originally submitted for Fall Quarter that same term or after within the one year statute of limitations of electronic grade changes

- The user submitting the grade change is listed as an instructor of record from when the course was originally completed. All department or non-recorded instructor grade change requests need to be submitted through a paper grade change form. This form is available through the Office of the University Registrar by emailing uc-academic-records@drexel.edu.

- If you are no longer the grade approver for your department please alert the Office of the University Registrar via email at uc-academic-records@drexel.edu of your status change, and include the information for the new approver.

Instructions:

1. The grade approver will receive an email alert of the pending change request through the official Drexel email account.

Hello

This email is to inform you that a grade change request has been submitted by Heidi Rubincam for the following course that requires your review:

```
Term:        Winter Quarter 18-19 (201825)
CRN:         22419
Course:      CJS-101-900: Intro to Crim Just
Instructor:  Rubincam, Heidi (heidi.e.rubincam@drexel.edu)
```

Please login to Workflow using your DrexelOne user ID and password at the following link:

https://workflow.drexel.edu/workflow/logon.jsp

When viewing your Worklist, you will need to approve or reject each grade change individually. Should you have any questions regarding the request, please contact the instructor before submitting a decision.

Thank you kindly in advance.

Giuseppe J. Salomone, PhD.

Executive Director & University Registrar

registrar@drexel.edu

2. Click on the Workflow link provided in the email to login to your grade approver queue to view the current request, and any other pending requests that are in your queue awaiting an action.

Please login to Workflow using your DrexelOne user ID and password at the following link:

https://workflow.drexel.edu/workflow/logon.jsp

3. Click on a request link in the Workflow queue to review the individual update request submitted by an instructror in your department.

4. Click on either the "Approve" or "Reject" button to record your decision for the request. Denials require a statement from the approver as to why the request cannot be processed.

5. If you do not want to submit your final decision click on the "Save & Close" button to save your progress without changing the grade or alerting the instructor and student of the status of the change request.
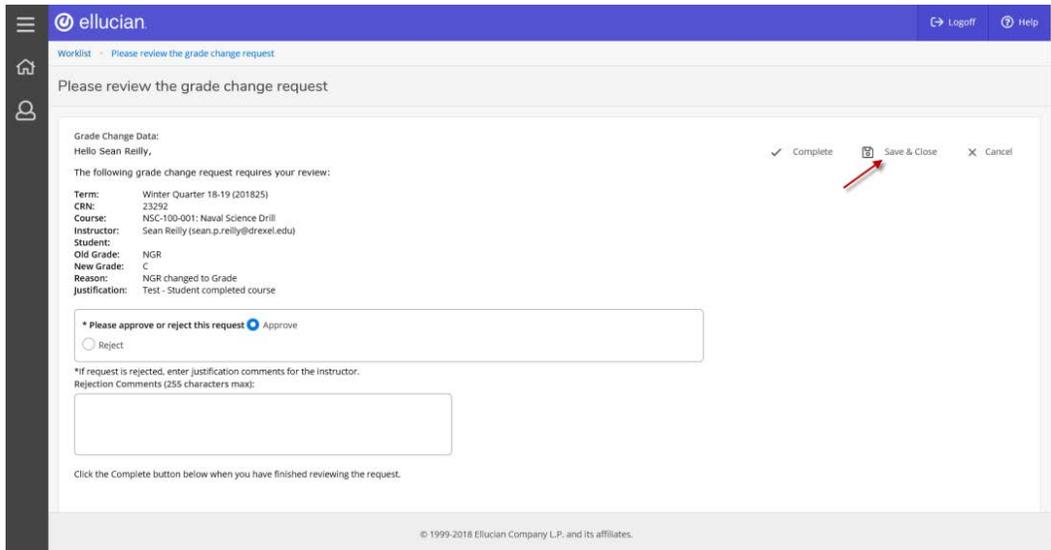
6. If your decision is final click on the "Complete" button to submit the change into the student's academic history.
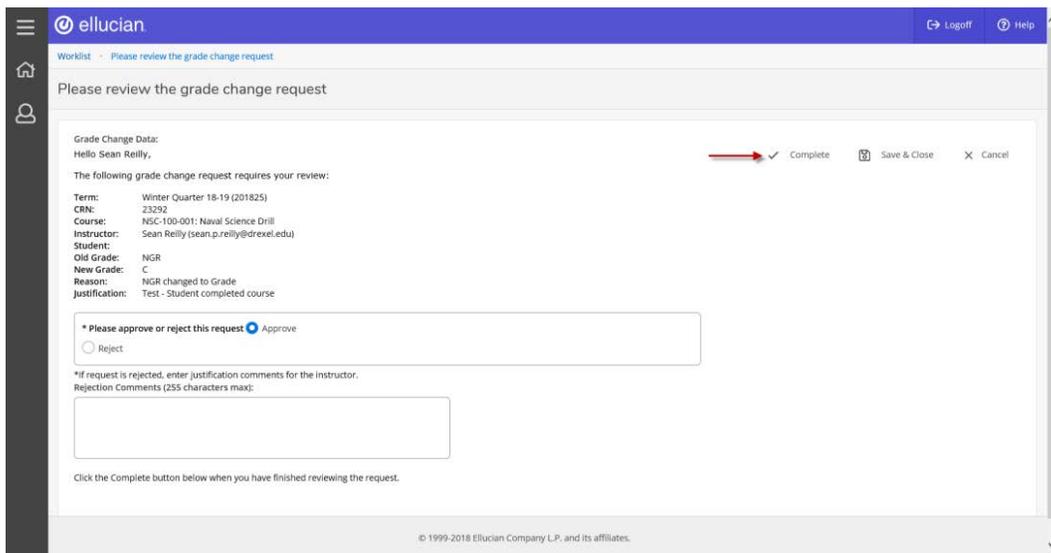
7. You will be redirected back to your Workflow queue once you submit your grade approval decision.

8. The instructor will receive an automated email informing them of either the approval or rejection. The recorded statement from the approver's denial will appear in the automated email.

    a. Approval

Hello

This email is to confirm that the grade change request you submitted for the following student has been approved and processed:

```
Term:        Winter Quarter 18-19 (201825)
CRN:         22419
Course:      CJS-101-900: Intro to Crim Just
Student:
```

The student has also been notified that their grade and GPA have been updated.

Giuseppe J. Salomone, PhD.

Executive Director & University Registrar

registrar@drexel.edu

    b. Rejection

Hello

This email is to confirm the grade change request you submitted for the following student has been rejected:

```
Term:        Fall Quarter 18-19 (201815)
CRN:         15944
Course:      PSY-254-900: Psychology of Sexual Behavior
Student:
```

The grade approver for this course, Brian Daly, has provided the following justification for the rejection:

        Hi   · **we need a justification to process. Can you please include one. Thanks,**

If you have any questions relating to this request, please contact   and reference the WF Grade Change # listed in the subject line of this email.

Giuseppe J. Salomone, PhD.

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9. Students will only receive an email if the grade change request is approved.