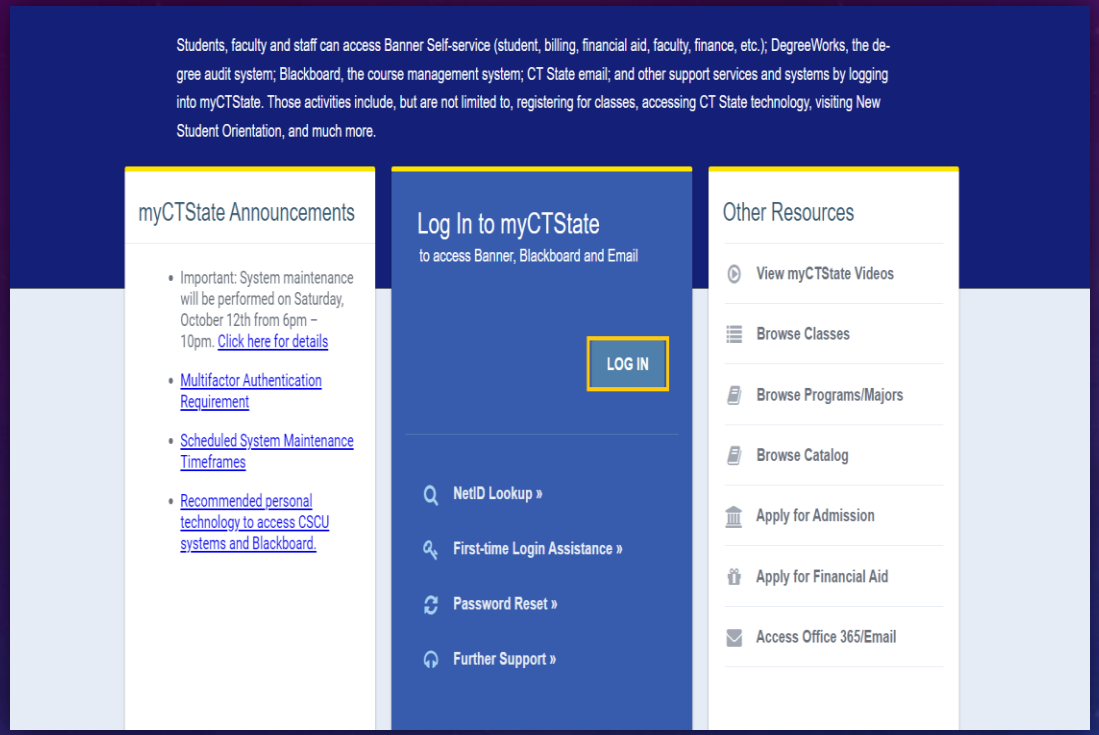
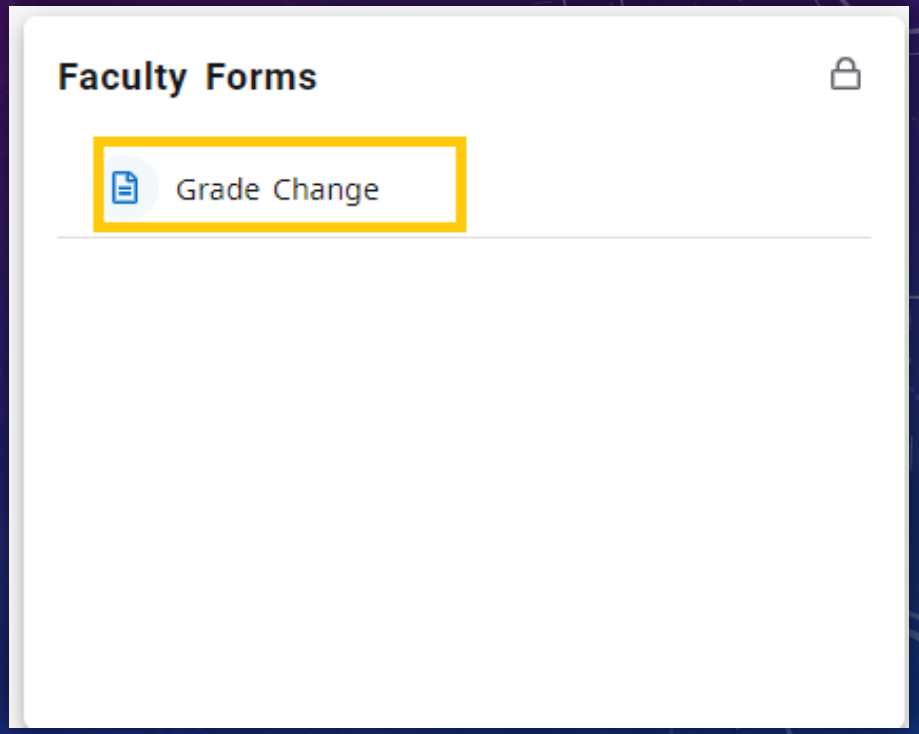
GRADE CHANGE FORM

……..AND OTHER UPDATES

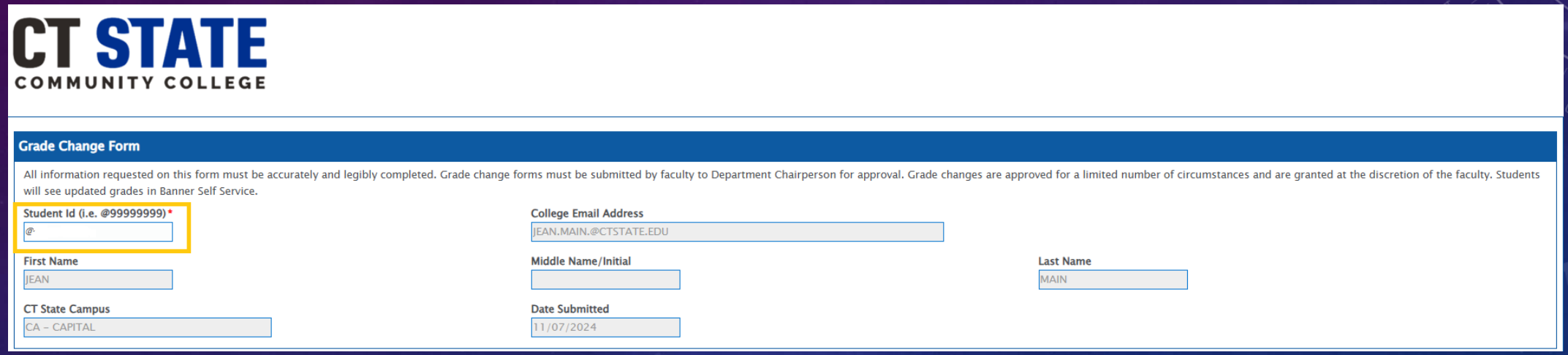
GRADE CHANGE FORM (FACULTY)





1. **Log into MyCTState**
2. **Locate the Faculty Forms Card**
3. **Select Grade Change Form**

GRADE CHANGE FORM (FACULTY)



CT STATE COMMUNITY COLLEGE

Grade Change Form

All information requested on this form must be accurately and legibly completed. Grade change forms must be submitted by faculty to Department Chairperson for approval. Grade changes are approved for a limited number of circumstances and are granted at the discretion of the faculty. Students will see updated grades in Banner Self Service.

Student Id (i.e. @99999999) *
@

College Email Address
JEAN.MAIN.@CTSTATE.EDU

First Name
JEAN

Middle Name/Initial

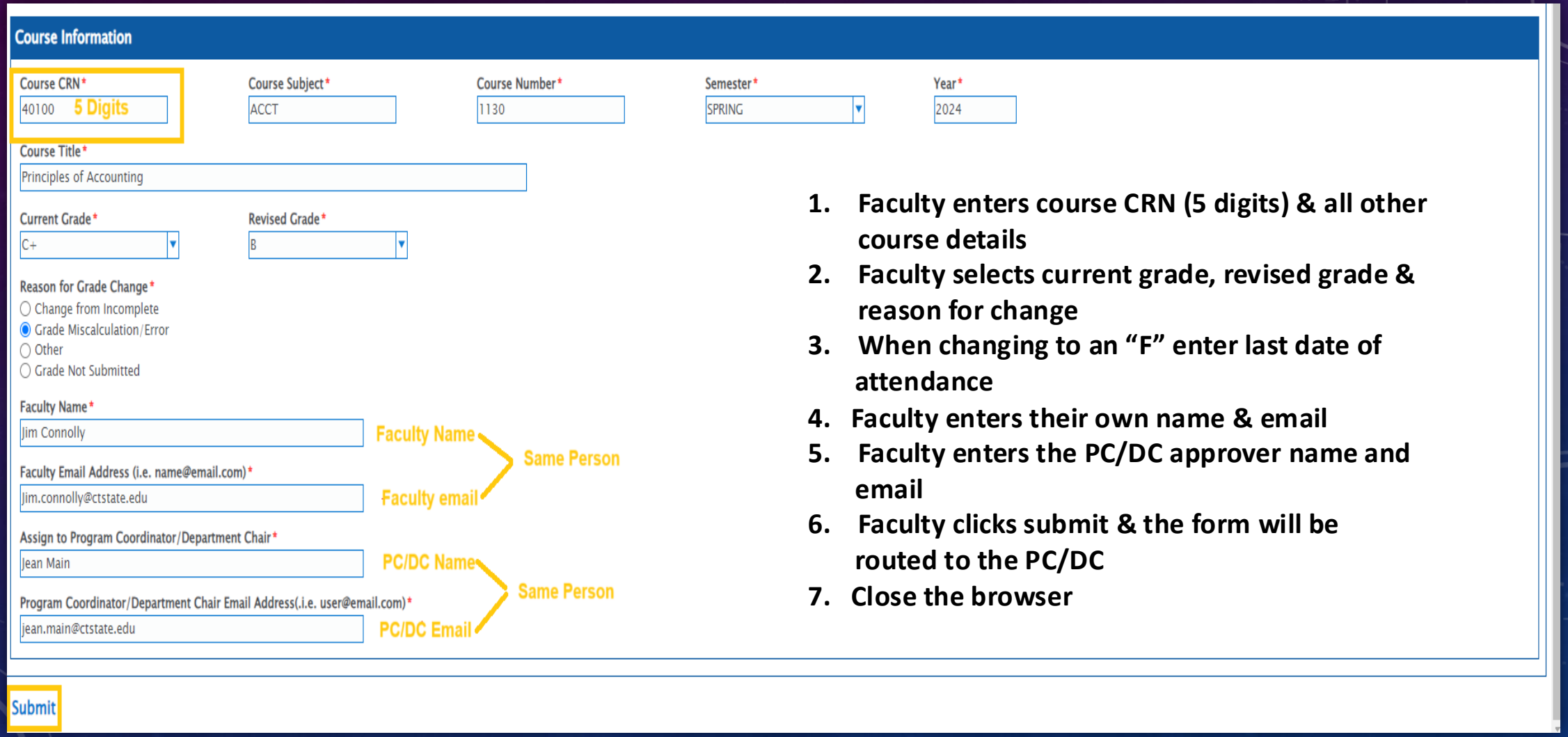
Last Name
MAIN

CT State Campus
CA – CAPITAL

Date Submitted
11/07/2024

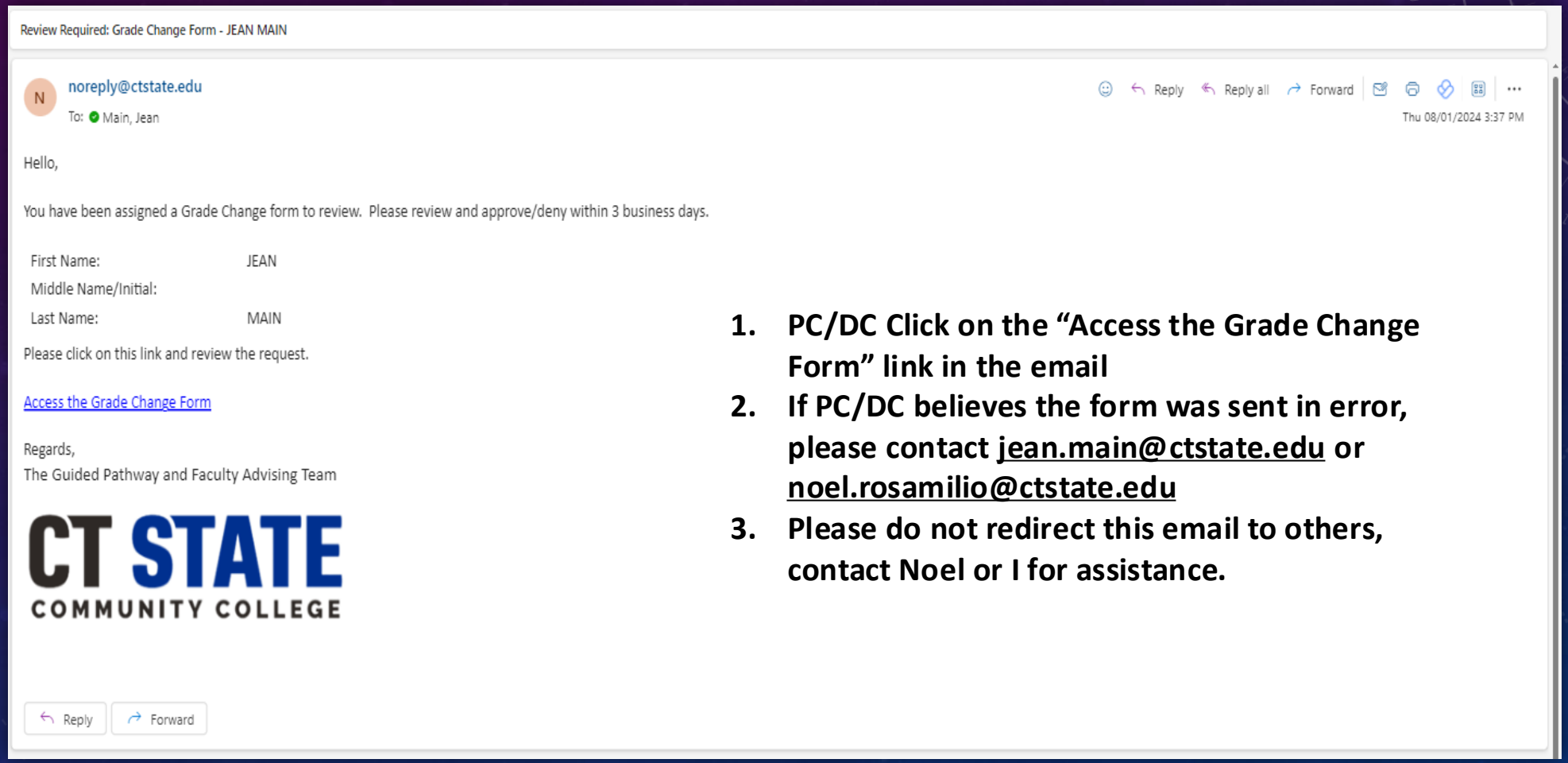
1. **Enter the student ID using the ”@” symbol**
2. **Student information and home campus is auto-populated**

GRADE CHANGE FORM (FACULTY)



1. Faculty enters course CRN (5 digits) & all other course details
2. Faculty selects current grade, revised grade & reason for change
3. When changing to an “F” enter last date of attendance
4. Faculty enters their own name & email
5. Faculty enters the PC/DC approver name and email
6. Faculty clicks submit & the form will be routed to the PC/DC
7. Close the browser

GRADE CHANGE FORM (FACULTY)



Review Required: Grade Change Form - JEAN MAIN

N noreply@ctstate.edu

To: Main, Jean

Reply Reply all Forward

Thu 08/01/2024 3:37 PM

Hello,

You have been assigned a Grade Change form to review. Please review and approve/deny within 3 business days.

First Name:	JEAN
Middle Name/Initial:	
Last Name:	MAIN

Please click on this link and review the request.

Access the Grade Change Form

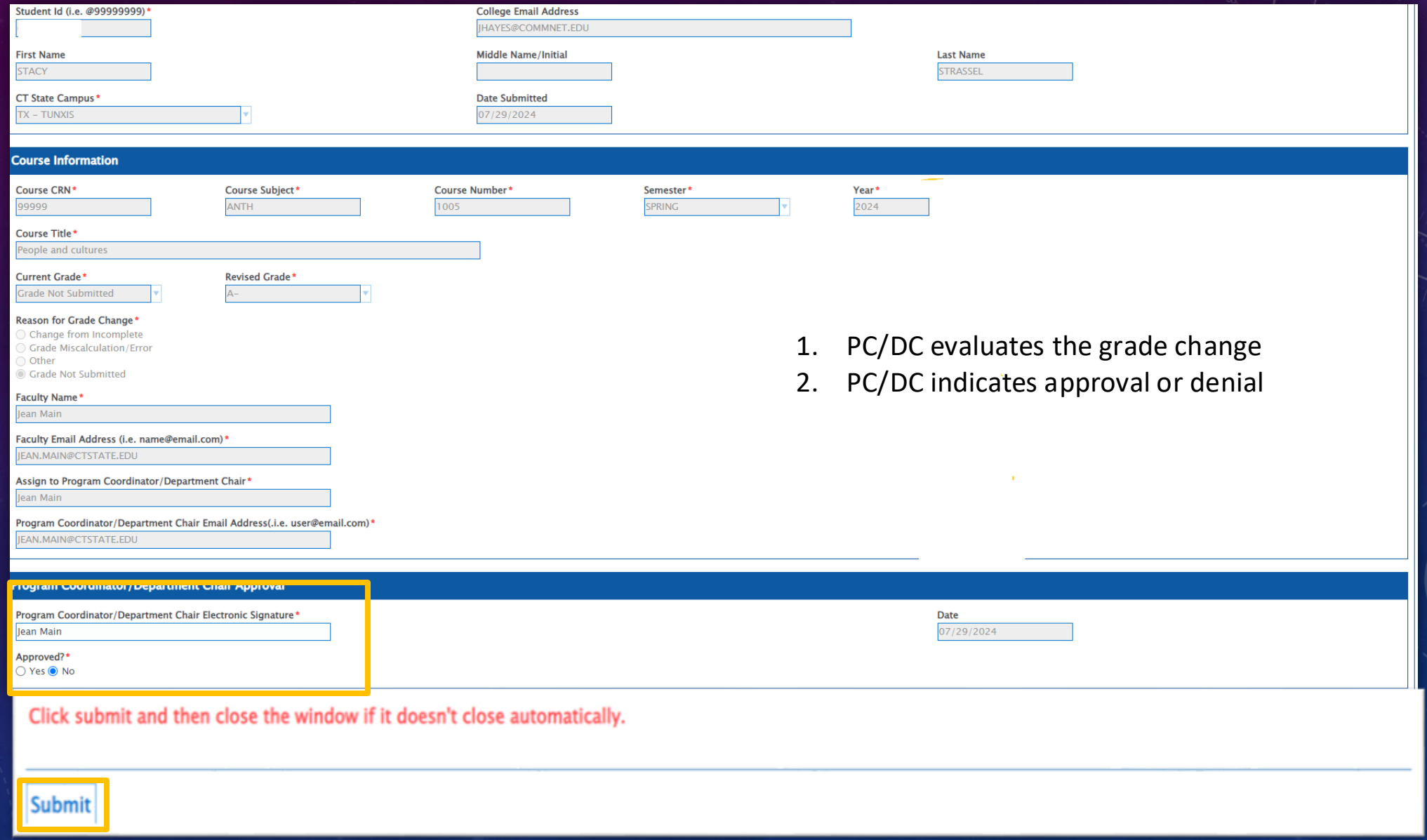
Regards,
The Guided Pathway and Faculty Advising Team

CT STATE COMMUNITY COLLEGE

Reply Forward

1. **PC/DC Click on the "Access the Grade Change Form" link in the email**
2. **If PC/DC believes the form was sent in error, please contact jean.main@ctstate.edu or noel.rosamilio@ctstate.edu**
3. **Please do not redirect this email to others, contact Noel or I for assistance.**

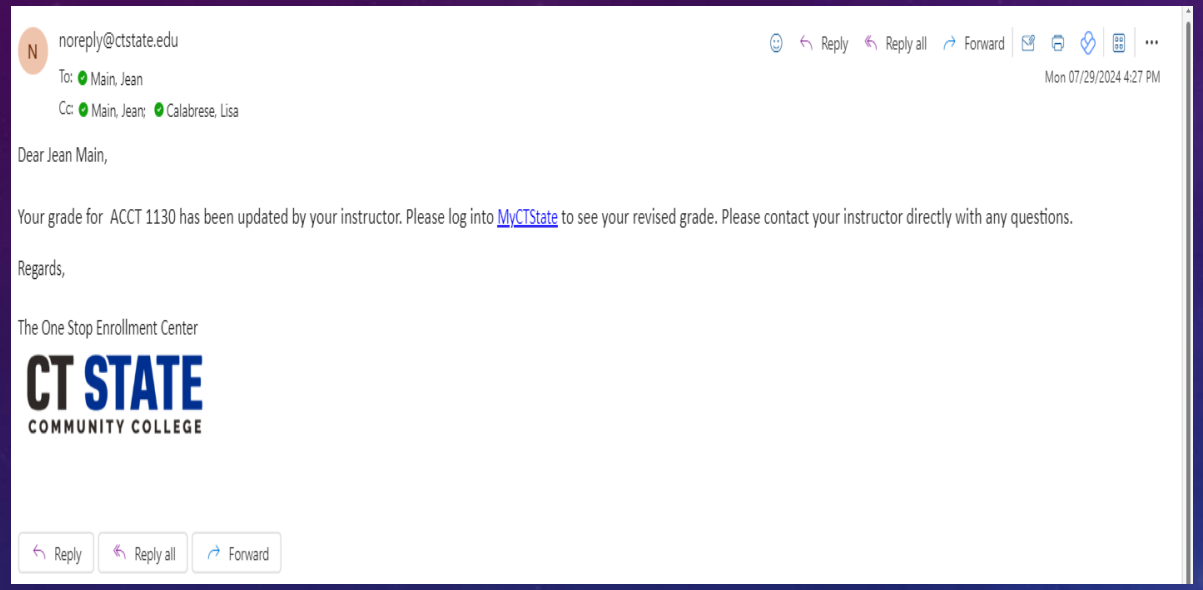
GRADE CHANGE FORM (FACULTY)



1. PC/DC evaluates the grade change
2. PC/DC indicates approval or denial

GRADE CHANGE FORM (FACULTY)

Approval Email



noreply@ctstate.edu

Reply | Reply all | Forward

To: Main, Jean

Cc: Main, Jean; Calabrese, Lisa

Mon 07/29/2024 4:27 PM

Dear Jean Main,

Your grade for ACCT 1130 has been updated by your instructor. Please log into MyCTState to see your revised grade. Please contact your instructor directly with any questions.

Regards,

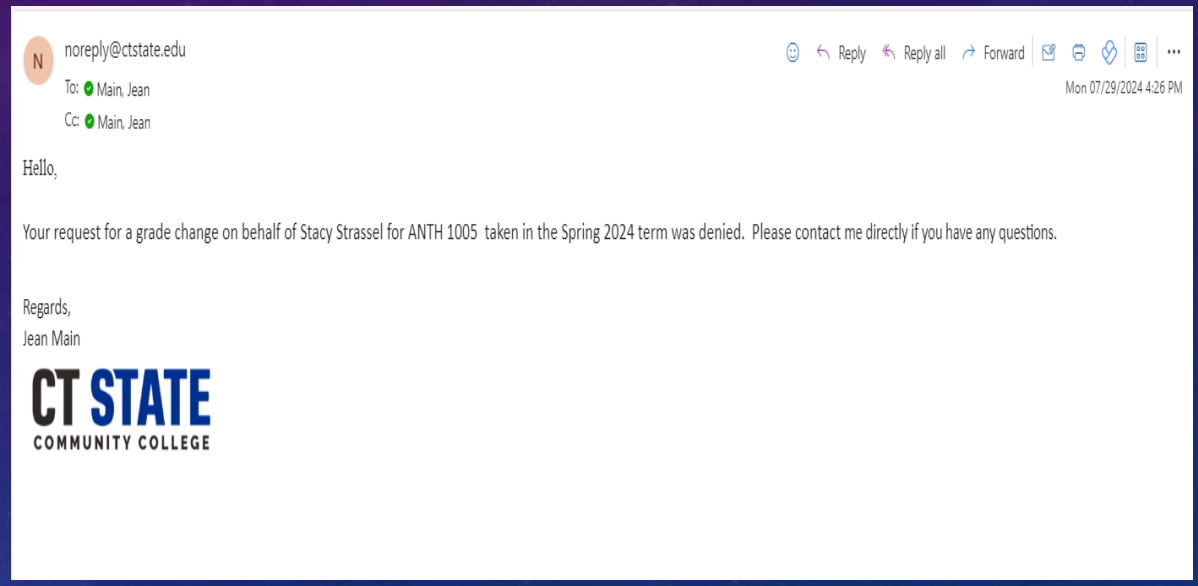
The One Stop Enrollment Center

CT STATE COMMUNITY COLLEGE

Reply | Reply all | Forward

Approval is sent to student, cc to faculty and PC/DC

Denial Email



noreply@ctstate.edu

Reply | Reply all | Forward

To: Main, Jean

Cc: Main, Jean

Mon 07/29/2024 4:26 PM

Hello,

Your request for a grade change on behalf of Stacy Strassel for ANTH 1005 taken in the Spring 2024 term was denied. Please contact me directly if you have any questions.

Regards,

Jean Main

CT STATE COMMUNITY COLLEGE

Denial is sent to Faculty, cc to PC/DC

GRADE CHANGE FORM QUESTIONS

Don’t go yet – I have one more slide to share!

WHAT ELSE IS NEW WITH FORMS?

- ***Forms Committee:*** **Thank you to the forms committee, comprised of Deans, Faculty, and campus level staff, for assistance**
- ***All Forms:*** Student home campus is extracted from banner and pulled into the form with other student information
- ***Change of Program Form***: Students are able to remove a program using the Change of Program Form
- ***Course Substitution Form***: GPA's/Faculty Advisors are asked if the student's major is a TAP major. If yes, they indicate if the substitution is approved by TAP leadership. If yes, the form proceeds; if no, the form cannot be processed.
- ***Request for Incomplete Grade Form***: will ask students where the course was taken (i.e. AS, CA, MA) via dropdown menu.