

The background features a blue gradient with several circular gauges and arrows. One large gauge on the left has a scale from 140 to 260. Other gauges are smaller and scattered across the image. Arrows indicate various directions of movement, some clockwise and some counter-clockwise.

# GRADE CHANGE FORM

.....AND OTHER UPDATES

# GRADE CHANGE FORM (FACULTY)

Students, faculty and staff can access Banner Self-service (student, billing, financial aid, faculty, finance, etc.); DegreeWorks, the degree audit system; Blackboard, the course management system; CT State email; and other support services and systems by logging into myCTState. Those activities include, but are not limited to, registering for classes, accessing CT State technology, visiting New Student Orientation, and much more.

### myCTState Announcements

- Important: System maintenance will be performed on Saturday, October 12th from 6pm – 10pm. [Click here for details](#)
- [Multifactor Authentication Requirement](#)
- [Scheduled System Maintenance Timeframes](#)
- [Recommended personal technology to access CSCU systems and Blackboard.](#)

### Log In to myCTState

to access Banner, Blackboard and Email

**LOG IN**

NetID Lookup »

First-time Login Assistance »

Password Reset »


Further Support »

### Other Resources

- View myCTState Videos
- Browse Classes
- Browse Programs/Majors
- Browse Catalog
- Apply for Admission
- Apply for Financial Aid
- Access Office 365/Email



## Faculty Forms

 **Grade Change**

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

# GRADE CHANGE FORM (FACULTY)



## 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)

**Course Information**

Course CRN\*  **5 Digits** Course Subject\*  Course Number\*  Semester\*  Year\*

Course Title\*

Current Grade\*  Revised Grade\*

Reason for Grade Change\*  
 Change from Incomplete  
 Grade Miscalculation/Error  
 Other  
 Grade Not Submitted

Faculty Name\*  Faculty Email Address (i.e. name@email.com)\*

Assign to Program Coordinator/Department Chair\*  Program Coordinator/Department Chair Email Address(i.e. user@email.com)\*

**Submit**



*Faculty Name* } *Same Person*  
*Faculty email* }

*PC/DC Name* } *Same Person*  
*PC/DC Email* }

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

 noreply@ctstate.edu  
To:  Main, Jean

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

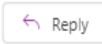
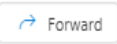
Please click on this link and review the request.

[Access the Grade Change Form](#)

Regards,  
The Guided Pathway and Faculty Advising Team



**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](mailto:jean.main@ctstate.edu) or [noel.rosamilio@ctstate.edu](mailto:noel.rosamilio@ctstate.edu)**  
**3. Please do not redirect this email to others, contact Noel or I for assistance.**

 Reply  Forward



# GRADE CHANGE FORM (FACULTY)

Student Id (i.e. @99999999) *	College Email Address	
<input type="text"/>	<input type="text" value="JHAYES@COMMNET.EDU"/>	
First Name	Middle Name/Initial	Last Name
<input type="text" value="STACY"/>	<input type="text"/>	<input type="text" value="STRASSEL"/>
CT State Campus *	Date Submitted	
<input type="text" value="TX - TUNXIS"/>	<input type="text" value="07/29/2024"/>	

## Course Information

Course CRN *	Course Subject *	Course Number *	Semester *	Year *
<input type="text" value="99999"/>	<input type="text" value="ANTH"/>	<input type="text" value="1005"/>	<input type="text" value="SPRING"/>	<input type="text" value="2024"/>
Course Title *				
<input type="text" value="People and cultures"/>				
Current Grade *	Revised Grade *			
<input type="text" value="Grade Not Submitted"/>	<input type="text" value="A-"/>			
Reason for Grade Change *				
<input type="radio"/> Change from Incomplete				
<input type="radio"/> Grade Miscalculation/Error				
<input type="radio"/> Other				
<input checked="" type="radio"/> Grade Not Submitted				
Faculty Name *				
<input type="text" value="Jean Main"/>				
Faculty Email Address (i.e. name@email.com) *				
<input type="text" value="JEAN.MAIN@CTSTATE.EDU"/>				
Assign to Program Coordinator/Department Chair *				
<input type="text" value="Jean Main"/>				
Program Coordinator/Department Chair Email Address (i.e. user@email.com) *				
<input type="text" value="JEAN.MAIN@CTSTATE.EDU"/>				

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

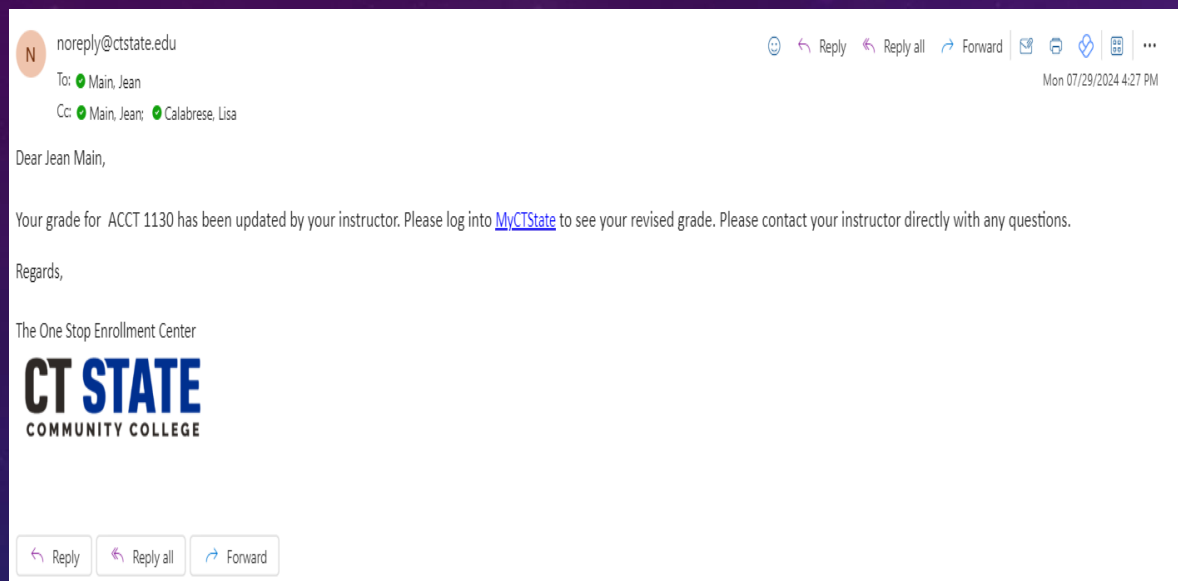
Program Coordinator/Department Chair Approval	
Program Coordinator/Department Chair Electronic Signature *	Date
<input type="text" value="Jean Main"/>	<input type="text" value="07/29/2024"/>
Approved? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

Click submit and then close the window if it doesn't close automatically.

Submit

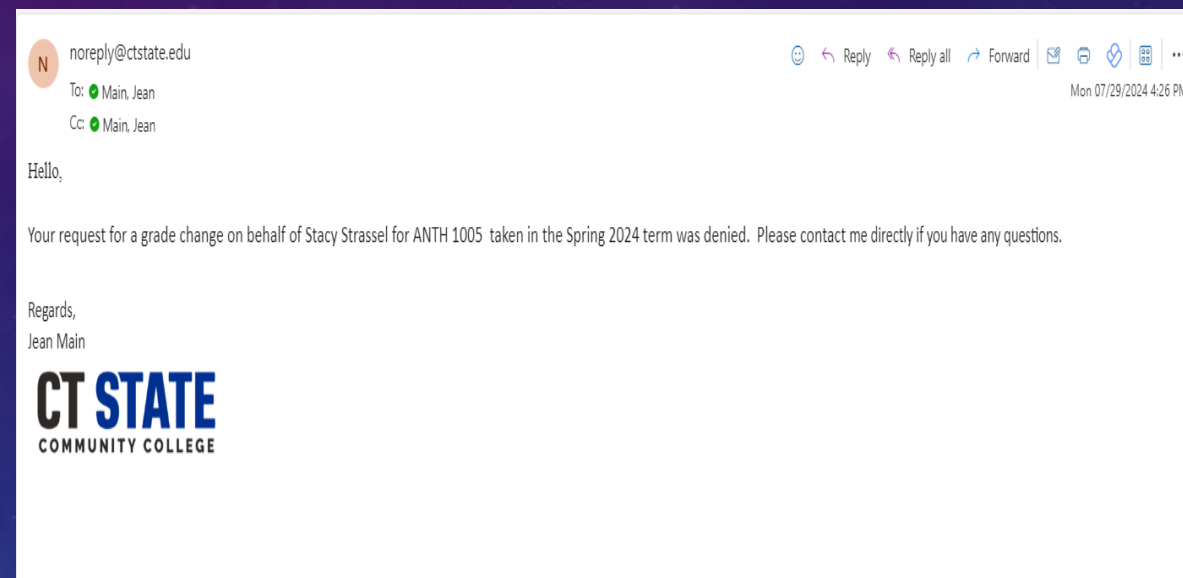
# GRADE CHANGE FORM (FACULTY)

## Approval Email



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

## Denial Email



**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.