How to Request a Change of Grade, Effective 6/7/2013 (rev 09/2016)

Access to the Grade Change Workflow is found through FlashLine:
Faculty & Advisors > Faculty Dashboard, > Faculty Workflows > 'Grade Change Workflow'

Clicking the button labeled ‘Begin a new Grade Change’ allows the user to open a workflow to request a change in grade.

In the first section of the workflow form, the Term and Section must each be selected from the drop down selection boxes.

In the next section, the Student must be selected as well as the New Grade.

**Note:** If a Term course roster does not appear in the Student menu, contact the Office of the University Registrar at 2-3131.

A Reason for Change is required and must be entered into the comment field. A link to the grading policy is included in the instructional text.
A **Checkbox** must be checked to certify that the policies have been read and understood. Help contacts are noted at the bottom of the form. Clicking the **Submit** button sends the request.

If all required items have been completed, a confirmation message will indicate that request has been accepted.

**Note:** The primary instructor of record for a section may use this workflow to request a grade change.

Recommended web browsers: Internet Explorer and Firefox for PC Computers, and Safari for Macintosh computers.

**Other Functions**

**Revise a Returned Form**

If an email is received asking to revise a workflow, the form can be opened through FlashLine by accessing the worklists using the **Checklist** icon, and selecting the referenced workflow.

**Check the Status of a Grade Change**

The ‘**Grade Change Workflow**’ link in FlashLine gives access to the button labeled **Check status of a Grade Change**, from the initial Grade Change Workflow page.

**Grading Help**

Grading FAQs can be found at [http://www.kent.edu/registrar/faculty-grades-processing](http://www.kent.edu/registrar/faculty-grades-processing)