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New electronic workflow allows for online grade changes [1]

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Grade Change Workflow has now transferred to an online format, thanks to recent enhancements to the Student Information System (SIS). Now, faculty members and campus deans' offices can request, approve and change a student's grades electronically.

Previously, faculty members had to complete and submit a paper grade change form to the appropriate dean's office. After approval, the student's grade was manually changed within the SIS.

Now, faculty members can request a grade change from their Grade Roster. The Dean's office then can approve the change in the system, and the grade will update within the SIS automatically.

This change simplifies the process, improves work efficiency and decreases the chance of human error that paper forms bring.

"The campuses Registrar's Offices wanted to make a cumbersome business process more accurate and efficient for all involved," said Lindsay Apodaca, an application manager at UIS. "UIS was happy to partner with them to streamline this business process via technology."

This workflow is still being implemented and may not yet be configured for some campus populations. For additional information and available training, please contact your campus Registrar's Office.

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