



CITY COLLEGES of CHICAGO
Harold Washington
Education that Works

Grade Change Requests: Faculty Guide

Submitting Grade Change Request

Grade change requests for students in online learning courses will now be submitted electronically. The guide below provides a step by step guide for instructors submitting grade change requests.

1. Accessing the Form

Access the Grade Change Request form by [clicking here](#). You may be required to log in before accessing the form. Log in with your CCC email address and password if prompted.

2. Completing the Form

Please ensure you know the name of your Department Chairperson as it is required on the form. If you do not know the name of your Department Chairperson, reference the list at the end of this document.

All fields are required to submit your grade change request. Once all fields have been completed, click 'Submit' at the bottom of the page. After submission your request is sent to your Department Chairperson for approval.

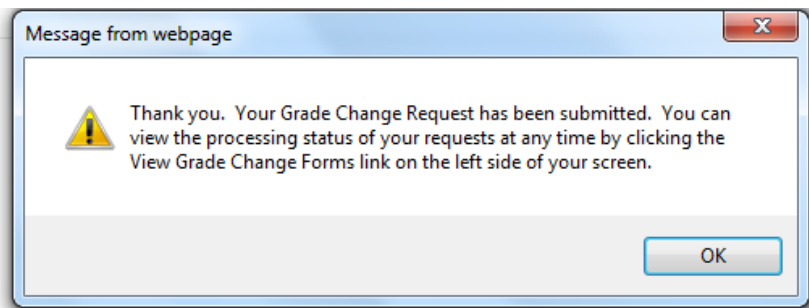
Grade Change Request for Online Courses
Please complete this Grade Change Request for Online Learning courses only.

Term: Spring 2015	Reason for Change: Remove Incomplete		
Select Department Chairperson: Domenico Ferri			
Student Information			
Student ID Number: 000167812	Student First Name: Testing	Student Last Name: Student	
Course Information			
Class Number: 60019	Course Discipline: MUSIC	Course Number: 101	Course Section: WW
Grade Action		WW or TW	
Current Grade: I (Incomplete)	New Grade: B		
Submit			

Red callouts in the image point to:
- The address book icon next to the Department Chairperson field: "Click the address book to"
- The Class Number field: "5 Digit Course ID Number"
- The Course Number field: "3 Digit Course Number"
- The Course Section field: "WW or TW"
- The Submit button: "Click to Submit"

3. Confirmation Message

You will receive the following message after clicking the Submit button:




Viewing Submission Status

1. Viewing Submitted Requests

To view the status of a submitted Grade Change Request click the [View Grade Change Forms](#) link in the left navigation panel.

Commit Clipboard

Create New Grade Change Request

View Grade Change Forms 

Recent

Workflow Tasks

Grade Change Request for Online Courses

Please complete this Grade Change Request for Online Learning courses only.

Term: <input type="text" value="Spring 2015"/>	Reason for Change: <input type="text"/>		
Select Department Chairperson: <input type="text"/>			
Student Information			
Student ID Number: <input type="text"/>	Student First Name: <input type="text"/>	Student Last Name: <input type="text"/>	
Course Information			
Class Number: <input type="text"/>	Course Discipline: <input type="text"/>	Course Number: <input type="text"/>	Course Section: <input type="text"/>
Grade Action			
Current Grade: <input type="text"/>		New Grade: <input type="text"/>	

2. List Overview

The list will display grouped by Chair Review status.

Items that have not been reviewed by the Department Chairperson will be in the Pending Review group. All others will be in the Approve or Reject group.

If your Department Chairperson rejects your grade change request, you will see 'Reject' in the Chair Approval column. You will also receive an email notification to follow up with your Chair.

My Grade Change Requests Find an item

✓	Student ID Number	Student Last Name	Student First Name	Course Discipline	Course Number	Course Section	Term	Department Chair	Reason for Change	Cur
Chair Review : Pending Review (2)										
	876543123	Duck ✱	... Donald	PHY SCI	101	WW2	Spring 2015	<input type="checkbox"/> Meghan Chandler	Error in Recording Original Grade	D
	123456	Mouse ✱	... Mickey	BIOLOGY	121	WW1	Summer 2015	<input type="checkbox"/> Meghan Chandler	Remove Incomplete	I (Tr
Chair Review : Approve (3)										
	123456789	Costner ✱	... Kevin	MUSIC	101	WW	Summer 2015	<input type="checkbox"/> Meghan Chandler	Error in Recording Original Grade	D

You can also view the Registrar processing status by scrolling to the Registrar Processing Status column. If your request has been completed the Registrar Processing Status field will show a status of 'Processed'.

Chair Review	Date Submitted to Registrar	Registrar Processing Status	Date Processed
Pending Review		Pending	
Pending Review		Pending	
Approve	4/6/2015	Processed	4/7/2015
Approve	4/6/2015	Pending	
Approve	4/6/2015	Pending	

For questions regarding a grade change request please contact the Harold Washington Registrar's office via email hwregistrar@ccc.edu or by phone at (312) 553-6061.

For technical issues related to SharePoint access please contact the helpdesk via email at hwc_helpdesk@ccc.edu or by phone at (312) 553-3030.

Academic Department	Department Chairperson
Applied Sciences	Michael Heathfield
ART & ARCHITECTURE	John Metoyer
BIOLOGICAL SCIENCES	Khalid Uddin
Business & CIS	Bridgette Mahan
College Success	Arlethia Mayes
English/Speech/Theatre Art	Jean-Laurent Deher-Lesaint
ESL	Jacqueline Cunningham
Humanities	Matthew Shevitz
Math & CIS	LaNisha Thomas
Physical Sciences	Phillip Vargas
Social Science	Domenico Ferri
World Languages	Jacqueline Cunningham