Using UNCGenie for Grade Change Request
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Instructor:

1) Log in to UNCGenie

2) Click the Faculty Services tab on the top

---OR---

3) Choose Faculty & Advisors from the menu
4) Select the Grade Change Request option from the menu and click on it.

5) Select the Term Code from the drop down list and click the Submit button.
6) Select the Course from the drop down List and click the Submit button

![Grade Change Requests]

7) Click ‘Change’ next to the grade for the student whose grade needs to be updated

![Grade Change Requests]
8) Select the new grade from the drop down list

9) Select a Reason from the drop down list and click Submit
NOTE: If grade is changed to an ‘F’, Date Last Attended must be completed.

10) The new grade will show next to the old grade and the status of the grade change will show in the Action column.

11) Log out of UNCGenie by clicking Exit in the top right corner.
Reviewer:

1) The Reviewer will receive an email with information and instructions.

Dear Mr. Norris,

A Grade Change Request has been submitted for [redacted], Course HED 662 S1D for Spring 2011.

Please review by following these steps:

1. Click here --> Grade Change Request
2. Click Approve or Reject
   - If Rejected, please enter reason in the comment section
3. Click Complete for Grade Change to proceed to next step.

Thank you,

Denise Phillips

2) When the reviewer clicks the link within the email, the sign on page for workflow will open:
4) Review the information displayed.

5) Click Approve or Deny
   - If Grade Change is denied, please enter reason in the ‘Reason for Denial’ box.

6) Click Complete

7) If Approved, there will be a check to see if the student is an Undergraduate or Graduate Level. For Graduate Students an approval request will be sent to Graduate School. If an Undergraduate Student no additional approval is needed. After receiving all required approvals, the grade will be posted to Banner, the Student’s GPA will be updated, and the student will receive an email informing them of the grade change.

8) If Denied, an email will go to the instructor telling them the request has been denied. If a reason was entered, it will display in the email.

9) Logout of Banner Workflow by clicking Logoff in the top right corner.