

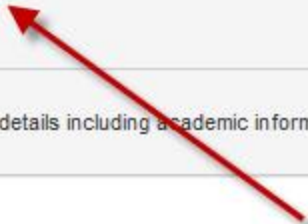
Instructions for Electronic Forms

Change of Grade

My Husky Menu

- [Campus Solutions](#)
Access to the Campus Solutions application.
- [Faculty Center](#)
View your class and exam schedules.
- [Advisor Center](#)
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

1. Log into MyHusky
2. Navigate to the Faculty Center



Welcome!

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

MyHusky

Welcome to the
Bloomsburg University
Student Information Portal.

A banner image for the MyHusky portal. It features a photograph of a building with a prominent golden dome, likely a university building, set against a blue sky with some trees in the foreground. The text 'BLOOMSBURG UNIVERSITY OF PENNSYLVANIA' is at the top, 'MyHusky' is in large white letters in the center, and 'Welcome to the Bloomsburg University Student Information Portal.' is at the bottom.

[Related Content](#) ▾

Electronic Forms



Under Related Content click on Electronic Forms

Faculty Center

Advisor Center

Search

BOLT Combined Request

my schedule

class roster

grade roster

Faculty Center

My Schedule

2016 Summer | Bloomsburg University of PA

[change term](#)

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2016 Summer > Bloomsburg University of PA

View All



First



1 of 1



Last

Class

Class Title

Enrolled

Days & Times

Room

Class Dates

Faculty Center Advisor Center Search BOLT Combined Request
my schedule class roster grade roster

Faculty Center

My Schedule

2016 Summer | Bloomsburg University of PA [change term](#)

[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2016 Summer > Bloomsburg University of PA

View All | | First 1 of 1 Last

Related Content

Electronic Forms

Electronic Forms

[Grade Change Request](#)



Click on "Grade Change Request"

[View Previously Completed/Submitted Forms](#)



Instructions: When the grades of a student have been filed in the records of the Registrar, an error or removal of an incomplete or research in progress. The change begins with the instructor's approval. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

INSTRUCTOR

Instructor

Term 2016 Spring

GRADE CHANGE

If you are teaching more than one section of the same course ALL students will be affected.

Current Grade

Reason

COMMENTS

Search

Submit

Look Up Term

[? Help](#)

Value:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1-14 of 14 Last

Value	Description
2116	2011 Fall
2122	2012 Spring
2124	2012 Summer
2126	2012 Fall
2132	2013 Spring
2134	2013 Summer
2136	2013 Fall
2142	2014 Spring
2144	2014 Summer
2146	2014 Fall
2152	2015 Spring
2154	2015 Summer
2156	2015 Fall
2162	2016 Spring

1. A new window will open displaying the e-form.

2. Choose the term in which the course was completed from the drop down.



Instructions: When the grades of a student have been filed in the records of the Registrar's Office, they may not be changed except for a computational or a clerical error or removal of an incomplete or research in progress. The change begins with the instructor and is approved by the department chairperson and college dean. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

INSTRUCTOR

Instructor

Name George Chamuris

Term 2016 Spring

Course ID

GRADE CHANGE

If you are teaching more than one section of the same course ALL students who complete the course

Current Date

Current Grade

Reason

COMMENTS

Search

Submit

Look Up Course ID

Value:

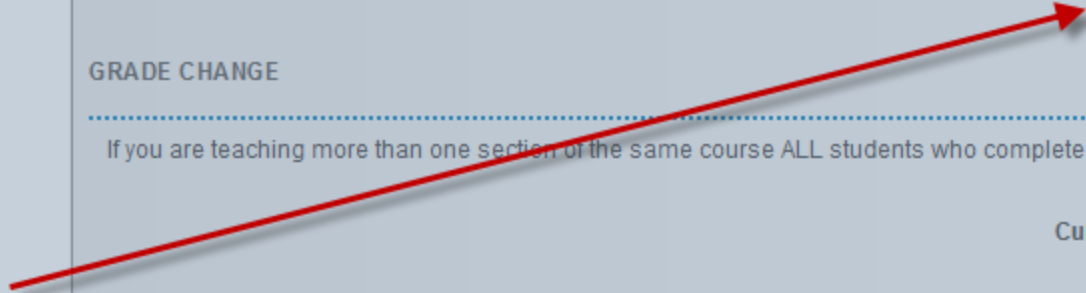
Description:

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Value	Description
668213	BIOLOGY 430 EVOLUTION
668273	BIOLOGY 530 EVOLUTION



1. After the term is chosen a Course ID look up will populate. Only those courses taught by the instructor will be available in the Course ID look up.
2. Choose the course from the drop-down.



Instructions: When the grades of a student have been filed in the records of the Registrar's Office, they may not be changed except for a computational or a clerical error or removal of an incomplete or research in progress. The change begins with the instructor and is approved by the department chairperson and college dean. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

INSTRUCTOR

Instructor

Term 2016 Spring

GRADE CHANGE

If you are teaching more than one section of the same course ALL stud

Student ID

Current Grade

Reason

COMMENTS

Search

Submit

Look Up Student ID

? Help

Value:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Value	Description
123456	John Smith

BIOLOGY_
430_EVOLUTION

ed.

1. After course is chosen a look up for the student ID will populate.
2. The look up will contain only those students who were enrolled in the course in the chosen term.
3. Select student ID.

Instructions: When the grades of a student have been filed in the records of the Registrar's Office, they may not be changed except for a computational or a clerical error or removal of an incomplete or research in progress. The change begins with the instructor and is approved by the department chairperson and college dean. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

INSTRUCTOR

Instructor

Name George Chamuris

Term 2016 Spring

Course ID BIOLOGY_430_EVOLUTION

GRADE CHANGE

If you are teaching more than one section of the same course ALL students who complete the course in the chosen term will be returned.

Student ID John Smith

Current Date 07/27/2016

Current Grade A-

*New Grade

- A
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- D+
- F

Reason

COMMENTS

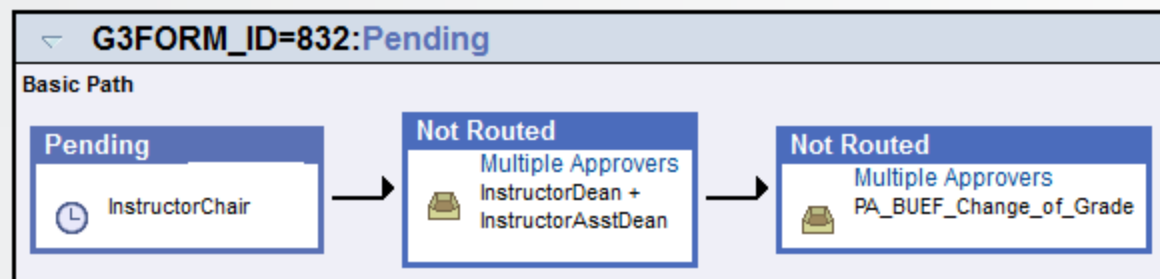
Search

Submit

1. After student ID is chosen the current grade will populate.
2. Choose new grade from the drop down.
3. Enter justification for change of grade in the "Reason" box.
4. Add any additional comments in the "Comments" box by clicking the arrow.
5. Once all required fields are complete click submit.

You MUST click submit to route the form for approval. DO NOT click Save. Save will only hold the form for edits and submission at a later time.

Basic Stage



TRANSACTION / SIGNATURE LOG

	Current DateTime	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	07/27/2016 9:40:38AM					Instructor ID	Instructor Name	Submit	

1. After form is submitted by the Faculty it is routed to the Department Chairperson.
2. After submission an email notification is sent notifying the next approver that there is an item waiting for approval.
3. The transaction log shows the status of the workflow of the form.