

FACULTY: GRADE CHANGE REQUEST FORM INSTRUCTIONS

1. Access New CatPAWS

- a. Go to <https://nwmissouri.edu/login>.
- a. Click once on the **CatPAWS** button
 - i. This will redirect you to various CatPAWS links.
- b. Click once on the **CatPAWS Login** button.
 - i. **Sign-In to CatPAWS:**
 1. **Sign in:**
 - a. Enter your **email address** (username@nwmissouri.edu)
 - b. Click once on **Next** button.
 - c. You'll be redirected to Northwest's login.
 - d. Enter your password.
 - e. Click once on the **Sign in** button or press Enter on your keyboard.
 2. **Authenticate Sign in:**
 - a. Open the Authenticator app on your phone.
 - b. Enter the number on your screen.
 - c. Select **Yes** on your phone
 - d. Select **Unlock**.
 - e. Once approved, the new CatPAWS will appear on your computer.

2. Access Grade Change Request Form

- a. Find the **Faculty Services** card.
 - i. If you do not see it, click **VIEW ALL CARDS** in the upper-right corner of your screen.
 - ii. Each card displayed is based on your role, so you might see different cards than other faculty and/or your students.
- b. Click once on the **Grade Change Request** link in the Faculty Services card.
 - i. Click on **Try New Central** link in the upper-right corner of screen.
 - ii. Click **Forms** header on left side of screen.
 - iii. Scroll down and click once on **Final Grade Change Request Form**.

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3. Complete Form

a. Faculty Information

- i. The following fields will automatically populate with your information once you open the form:

1. Faculty ID
2. First Name
3. Last Name
4. Institution Email

b. Course Information

i. * Required fields:

1. Select Term *: use drop-down menu
2. Select Course CRN *: use drop-down menu

- a. **Note:** You may need to wait a moment for your Course CRNs to populate after selecting the term.

ii. Other Course Information will populate once required items are selected.

The screenshot shows the 'COURSE INFORMATION' section of the form. It includes two required drop-down menus: 'Term *' and 'Course CRN *', both highlighted with yellow boxes and red squares around their blue arrow indicators. Below these are several text input fields: 'Course Number', 'CRN', 'Course Title', 'Subject Description', and 'Department Description'.

c. Student Information

i. * Required fields:

1. Select Student *: use drop-down menu

- a. This is the student whose grade should be changed.

ii. Other Student Information will populate once required item is selected.

1. Student Email:

- a. If it exists, it will automatically populate and student will be notified if Registrar approves grade.
- b. If it does not exist, faculty cannot enter it on the form and student will not be notified, but grade request is approved.

The screenshot shows the 'STUDENT INFORMATION' section of the form. It features a required drop-down menu for 'Select Student *', highlighted with a yellow box and a red square around its blue arrow indicator. Below this are several text input fields: 'Student Name', 'Student ID', 'Student Level', 'Credit Hours', 'Course Credit Level', 'Grade Mode', and 'Student Email'. A small note at the bottom states: 'Field cannot be updated even if blank.'

Complete Form cont'd...

d. Student Grade

- i. **Current Grade:** Students current grade populates after student is selected.
- ii. *** Required fields:**
 1. **New Grade:** Select the grade you are requesting to be changed to.
 - a. The grading options are determined by the Current Grade.
 2. **Grade Change Reason:** Use dropdown option to select the reason for your requested change.
- iii. **Faculty Comment field:**
 1. If **Other (comment below)** is selected for the Grade Change Reason, you must enter reason here. If not entered, request will be denied.
 2. Additional information about the request can also be included here, if needed.

** Once a grade has been recorded on the transcript, Northwest policy allows a grade to be raised but not lowered.

Current Grade

F

New Grade(A,B,C,D) *

Select New Grade 

Grade Change Reason *

Select Reason 

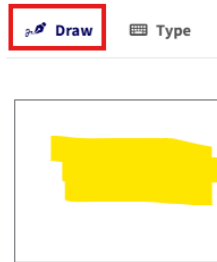
Faculty Comment

Optional

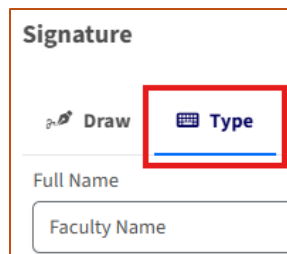
4. Faculty Complete For Submission

- a. **School Chair Name:** Enter first and last name of School Chair.
 - i. **Note:** This name will be included in emails for this request.
- b. **School Chair Email:** Enter Northwest email address for School Chair.
 - i. **Note:** Request will be sent to this email address after form is submitted.
- c. **Faculty Signature:** Add signature by clicking on the pen icon  on the Faculty Signature line.
 - i. **Draw tab:** When signature page appears, it defaults to this tab.
 1. Sign with finger in box if using a tablet or smartphone.

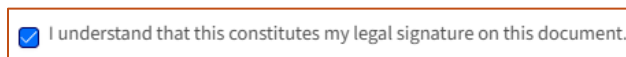
Signature



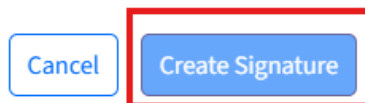
- ii. **Type tab:** Click to use keyboard to sign.
 1. **Enter Full Name:** Type your name as it is in your signature.
 - a. Signature will appear in Preview box as you type.



- iii. Under Preview box, check box next to **I understand that this constitutes my legal signature on this document.**

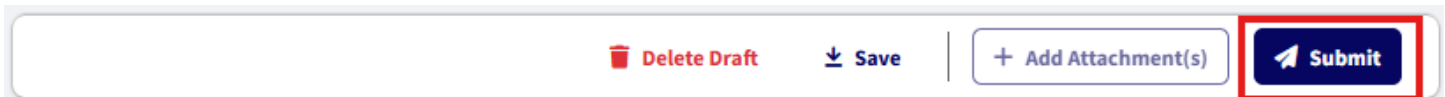


- iv. Click **Create Signature button**.
 1. Button is not clickable until above items are completed without error.



5. Submit Form

- a. Once back on the request form, click the **Submit button** to submit the form.
 - i. This is in the bottom banner of the form, but is viewable as you scroll through any point of the form
 - ii. The above steps must be completed before the Submit button is clickable.



Next Steps: Form Logic

- b. **School Chair:** Email will be sent to the **School Chair Email** provided on the form submitted.
 - i. **Email Subject:** Final Grade Change Request: Approval Needed
 - ii. **Email Body:** Link to form is included.
 - iii. **Required Tasks:**
 - 1. **Refer button:** Click to enter email address of person who needs to review the request, if applicable. Do not enter Registrar email.
 - 2. **Decline button:** Click to deny the request.
 - a. **School Chair Comment:** Enter information here for reason for denial.
 - b. Form will be **returned to faculty** via email.
 - i. **Email Subject:** Final Grade Change Request: Returned for review
 - ii. **Email Body:** Link to form is included.
 - 3. **Approve button:** Click to approve the request.
- c. **Registrar:** Form will be **emailed to registrar@nwmissouri.edu** via email.
 - i. **Email Subject:** Final Grade Change Request: Approval Needed
 - ii. **Email Body:** Link to form is included.
 - iii. **Required Tasks:**
 - 1. **Refer button:** Click to enter email address of person who needs to review the request, if applicable. Do not enter Registrar email.
 - 2. **Decline button:** Click to deny the request.
 - a. **School Chair Comment:** Enter information here for reason for denial.
 - b. Form will be **returned to faculty** via email.
 - i. **Email Subject:** Final Grade Change Request: Returned for review
 - ii. **Email Body:** Link to form is included.
 - 3. **Approve button:** Click to approve the request and notify all parties.
 - a. **Student:**
 - i. If student email address populated on form when faculty selected the student, the student will receive an email. If no active email exists for student, they will not receive an email.
 - ii. If the email address is bad, Registrar will be notified.
 - b. **School Chair:** Email will be sent to School Chair email, as provided on the form by faculty, notifying them the grade change request was approved.
 - c. **Faculty:** The faculty member that submitted the form will receive an email notifying them that the grade change request was approved.

6. **Track Progress of Request**

- a. **Faculty** can track the progress of the form once it is submitted.
- b. **School Chair** will only see the form once it is submitted, if their address is correct.
- c. **Registrar** will only see the form once it is approved by the School Chair.
- d. **Note:** Detail instructions for how to track this in SoftDocs will come later.

7. **Issues with Form**

- a. Contact Registrar at registrar@nwmissouri.edu.