Grade Change Request Form Process Map

1. Paper form is produced in-house, two-part carbonless.
2. Faculty gets a paper Grade Change Request form from the office associate.
3. Faculty fills out the form.
4. Faculty either delivers or sends, via interoffice mail, the form to the Dean.
5. Dean signs form and sends the form, via interoffice mail, to Karol Spores.
6. If form has all the necessary info, Karol makes the change in Datatel.
   If form is missing info, Karol either calls, emails or sends the form back to the department to get the info. When she has it, she updates Datatel.
7. Karol gives original, processed form to Barb Kilpatrick.
8. Some departments keep the second copy of the form and just send Karol the original.
   For other departments (who send the copy with the original), Karol sends, via interoffice mail, the copy back to the department.
9. Barb scans the form and attaches it to the student’s record in ImageNow.