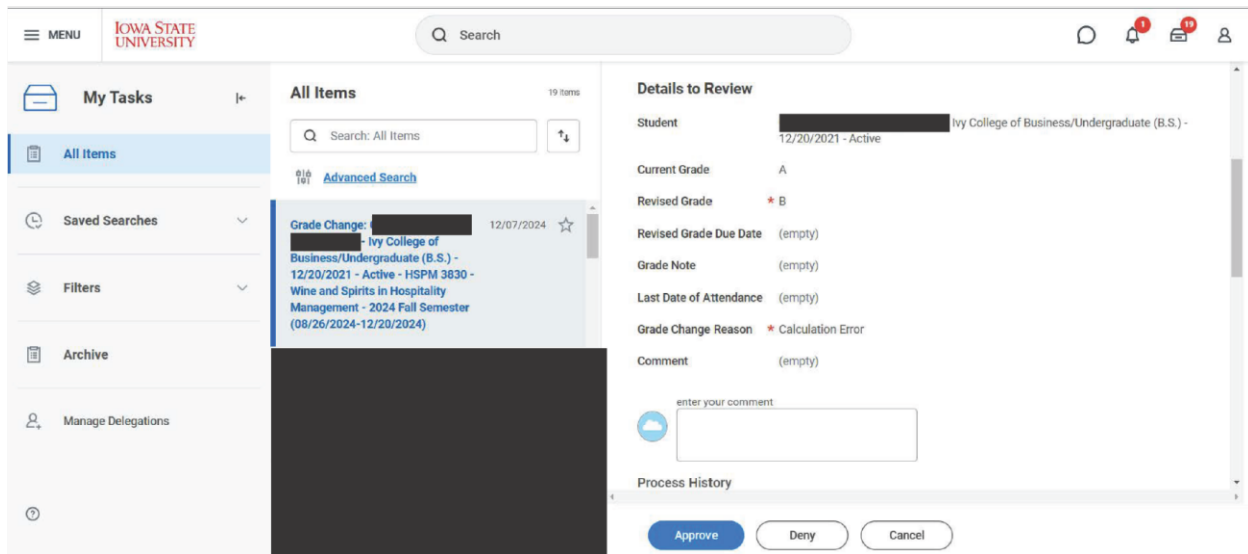Hello,

You are receiving this email because you are in a security group that can receive grade change tasks for the fall 2024 term. These changes will be submitted in Workday starting after the final grade submission deadline on December 23rd, 2024. Please note as of fall 2024 there is no longer a late grade submission period for instructors to submit non-reports without approval. All grade changes will need approval after the deadline including those for non-reports.

Previously, on the Grade Report to the Registrar form, an instructor would specify the email address for the Department Chair, DOGE, or other designee who would review then approve the grade change form. With Workday, this routing happens automatically. When an instructor makes a change to a grade after the final grade submission deadline, this change will route for approval directly within Workday.

You will receive a notification in Workday that you have received a Grade Change task. It will appear in your My Task inbox (the tray icon to the left of your picture in the upper right corner) and will have a naming convention that indicates it is a Grade Change for a specific student, what the course is, and when the course was taught. Clicking on this task in the inbox will show you more details about the change, including the current grade, the revised grade (what you are being asked to approve) and the reason for the change as indicated by the instructor.

To approve the submission, click the Approve button at the bottom of the screen or, to deny the change, click the Deny button.

Once approved, unless there is additional approval needed by others (such as college approval for changing a letter grade to an incomplete with alternate grade), the grade will automatically update on the students record.

If you have any questions, please let the Records team know at academicrec@iastate.edu or 4-1840.