

GRADE CHANGE WORKFLOW USER MANUAL

The Office of the Registrar
THE UNIVERSITY OF TEXAS AT TYLER

Table of Contents

Faculty Section:	2
How to submit a Grade Change Request	2
How to re-submit a request:	10
Department Chair Section:	12
General Chair-level Grade Change Workflow Tasks:	13
Processing Steps:	14
Submitting/Reviewing Grade Change Requests on Behalf of other Faculty	17

Faculty members are now able to request Grade Changes directly from their **Faculty Center** pages in *myUTTyler*, rather than completing paper forms.

Department Chairs must approve these Grade Change requests, and have access to do so in *myUTTyler*.

This document provides step-by-step instructions on how to carry out these tasks, as well as relevant information that users may need to know.

Faculty Section:

Navigation:

Faculty Center > Grade Roster

How to submit a Grade Change Request

- I. Access the relevant Grade Roster by either using the main **Faculty Center** dashboard for any course in the current default view, or by clicking on the **grade roster** link at the top of the screen to swap over to the general **Grade Roster** page.
 - If entering from the main **Faculty Center** screen, it may be necessary to click the green **change term** button to load the correct course onto that screen.
 - If entering from the **grade roster** tab, it may be necessary to click the green **change class** button to load the correct course.

Note: When entering from this avenue, pay particular attention to the term each class was offered, especially for classes you teach on a regular basis.

The screenshot shows the Faculty Center dashboard. At the top, there are navigation tabs: Faculty Center, my schedule, Advisor Center, class roster, Search, and grade roster. The 'Faculty Center' tab is active. Below the tabs, there are sections for 'Faculty Center', 'My Schedule', and '2017 Spring | University of Texas at Tyler'. A green 'change term' button is visible. Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. A table titled 'My Teaching Schedule > 2017 Spring > University of Texas at Tyler' is displayed. The table has columns for 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row shows 'ACCT 2301-001 (20334) PRINCIPLES OF FINANCIAL ACCT (Lecture)' with 65 enrolled students, TuTh 12:30PM - 1:50PM, Business Bldg Room 00158, and Class Dates from Jan 17, 2017, to May 6, 2017. A red box labeled 'Grade Roster access points' has arrows pointing to the 'grade roster' link in the top navigation and the 'Grade Roster' icon in the legend.

Class Title	Enrolled	Days & Times	Room	Class Dates
ACCT 2301-001 (20334) PRINCIPLES OF FINANCIAL ACCT (Lecture)	65	TuTh 12:30PM - 1:50PM	Business Bldg Room 00158	Jan 17, 2017- May 6, 2017

- II. Once the correct roster has been accessed, click the **Request Grade Change** hyperlink under the **Grade Roster Action** section of the page to open the **Grade Change Request** screen.

Faculty Name

my schedule class roster grade roster

Grade Roster

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

ACCT 2301 - 002 (20335) [change class](#)

PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158		01/17/2017 - 05/06/2017

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Approved [Request Grade Change](#)

Student Grade

ID	Name	Roster Grade	Official Grade	F Grade Reason	Date Last Attended	Grading Basis
	Student Name & ID	A	A			GRD

III. On the **Grade Change Request** screen, click the **Request Grade Change** hyperlink on the right-hand side of the screen for the student whose grade needs to be changed. This will open the **Grade Change Request Form** screen.

Faculty Name

Faculty Center Advisor Center Search

my schedule class roster grade roster

Grade Roster

Grade Change Request

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

ACCT 2301 - 002 (20335)

PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	01/17/2017 - 05/06/2017

Click these links to initiate the change request

ID	Name	Enrollment Status	Grading Basis	Official Grade	Request Grade Change
1	Student names and IDs	Enrolled	UTT Graded Grading Basis	A	Request Grade Change
2		Enrolled	UTT Graded Grading Basis	B	Request Grade Change
3		Enrolled	UTT Graded Grading Basis	F	Request Grade Change

IV. On the Grade Change Request Form screen:

- A. Review the course and student information to ensure the change is being initiated for the correct student/course/term/grade combination.

If you do need to exit this page because the wrong student was selected, click the ***Return to Grade Roster*** hyperlink in the bottom left-hand corner of the page. This may generate a pop-up message – if it does, click ***Cancel*** (not OK) to continue exiting the page; this is somewhat counterintuitive, but necessary. If the pop-up does not generate, that is ok.

- B. Select a ***Reason for Change*** from the provided menu.

- For the ***Other: Explain*** option, you must write your explanation in the ***Comment*** box. This is mandatory, and an error message will appear if the ***Comment*** box is blank when the ***Submit*** button is clicked.
- For the other options, entry of a ***Comment*** is highly encouraged, but not mandatory.

- C. Enter the updated grade information in the ***New Grade*** box. The magnifying glass icon associated with this box will open a menu of all grades the student is eligible for based on the grading basis of the course.

Note on F Grades: Like the Grade Roster itself, the Grade Change process requires a value be selected from the ***F Grade Reason*** menu. Available “F” grade reasons are limited to: ***In attendance/performed poorly, Never attended or participated, or Stopped attending as of.***

The ***Date Last Attended*** field will always display an asterisk, but is only mandatory when ***Stopped attending as of*** has been selected from the ***F Grade Reason*** menu.

Note on W/Q Grades: The Grade Change process does not allow students to be withdrawn from courses, so grades of “W” and “Q” will not be available for selection as the ***New Grade*** value. Further, Grade Changes cannot be initiated for students who already have grades of “W” or “Q”.

Standard example:

Grade Change Request Form

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

▼ ACCT 2301 - 002 (20335)
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	[Redacted]	01/17/2017 - 05/06/2017

Empl ID [Redacted] Student ID and name information

Current Grade F

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change*:
 Completed Work Miscalculation Other: Explain

New Grade* B

Comment
This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.

Submit Request

F Grade Example:

Grade Change Request Form

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

▼ ACCT 2301 - 001 (20334)
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:30PM-1:50PM	Business Bldg Room 00158	[Redacted]	01/17/2017 - 05/06/2017

Empl ID [Redacted] Student ID and name information

Current Grade B

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change*:
 Completed Work Miscalculation Other: Explain

New Grade* F F Grade Reason* Stopped attending as of Date Last Attended* 4/02/2017

Comment
This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.

Submit Request

- D. Enter any necessary text in the **Comment** field. **Please note that all text entered here will become a permanent part of the student's records.**
- E. Click the **Submit** button to send the request forward for Chair review and Registrar processing.

- V. Once the request has been submitted you will receive a confirmation email, and a **Grade Change Workflow** section will appear at the bottom of the **Grade Change Request Form** page.

Email:

Greetings,

This is a confirmation email regarding the following grade change request:

Instructor: [REDACTED]

Term: 2017 Spring

Class: ACCT 2301.002 (20335)

Student: [REDACTED] 600 [REDACTED]

This request has been routed to the appropriate approvers for their decision. You will receive an final email when the request has been processed.

If you need assistance, please contact the Registrar's Office.

Grade Change Request Form:

The screenshot displays the 'Grade Change Requests' interface. At the top, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below this, the 'Reason for Change*' section includes radio buttons for 'Completed Work', 'Miscalculation', and 'Other: Explain' (which is selected). The 'New Grade*' is set to 'B'. A comment box contains the text: 'This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.' At the bottom, the 'Grade Change Workflow' section shows a workflow diagram. A red arrow points to the 'EMPLID: 600 [REDACTED] SEQNO: 0 Workflow Status: Pending' header. The workflow consists of two steps: 'Pending' (FAC TEST FOR STU REC, Review by Dept Chair) and 'Not Routed' (Multiple Approvers, Processing by Registrar).

At this point the request cannot be edited further by the submitting faculty member, and the Department Chair will be the next person in the workflow process. However, in cases where an

issue is noted at this point, a request to cancel the Grade Change can be forwarded to the Office of the Registrar. This message should be sent with a CC to the Chair, so they are aware that the request will not require their review.

To review the status of an in-progress request, access the relevant **Grade Roster** page and click the **Request Grade Change** hyperlink. On the **Grade Change Request** page the **Request a Grade Change** hyperlink will have been replaced by a **Pending** hyperlink, which can be clicked to open the **Grade Change Request Form** page and check the current status of a pending change.

Grade Change Request

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

ACCT 2301 - 002 (20335)
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	[Redacted]	01/17/2017 - 05/06/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Request Grade Change
16	[Redacted]	Enrolled	UTT Graded Grading Basis	A	Request Grade Change
26	[Redacted]	Enrolled	UTT Graded Grading Basis	B	Request Grade Change
36	[Redacted]	Enrolled	UTT Graded Grading Basis	F	Pending
46	[Redacted]	Enrolled	UTT Graded	A	Request Grade Change

Once the Chair and/or Registrar have approved/processed or denied a Change, the messages viewable on the Grade Change Request Form page will be updated and update emails will be sent to your attention.

Chair Denial:

Greetings,

The following grade change request has been denied.

Instructor: [Redacted]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [Redacted] 600 [Redacted]

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change*:
 Completed Work Miscalculation Other: Explain

New Grade*

Comment
 This Grade Change is being entered in the testing/quality assurance environment as an example for a HowTo document.

Department Chair Decision

Approve Deny

Comment
 This Howto example is being denied.

Grade Change Workflow

EMPLID: 6 [redacted] SEQNO: 0 Workflow Status: Denied

Approvers

Denied	Terminated
<input checked="" type="checkbox"/> FAC_TEST_FOR_STU_REC Review by Dept Chair 08/23/17 - 9:10 AM	<input checked="" type="checkbox"/> Multiple Approvers Processing by Registrar

Registrar Cancellation:

The following grade change request has been cancelled by the Registrar's Office.

Instructor: [redacted]
 Term: 2017 Spring
 Class: ACCT 2301.002 (20335)
 Student: [redacted] 600 [redacted]

Department Chair Decision

Approve Deny

Comment
 Demonstration of approval for Grade Change documentation.

Registrar Processing

Enrollment Request ID

Comment
 Request cancelled by Registrar's Office. Comment: Demonstration of Registrar cancellation.

Fully Approved Request:

Greetings,

The following grade change request has been approved.

Instructor: [Redacted]

Term: 2017 Spring

Class: ACCT 2301.002 (20335)

Student: [Redacted] 600 [Redacted]

Department Chair Decision

Approve Deny

Comment

[Text Input Field]

Grade Change Workflow

EMPLID: 6 [Redacted] EQNO: 2 Workflow Status: **Approved** [View/Hide Comments](#)

Approvers

Approved ✓ FAC TEST FOR STU REC Review by Dept Chair 06/23/17 - 10:57 AM	→	Approved ✓ Amy Tiller - SR* Processing by Registrar 06/23/17 - 11:25 AM
--	---	---

Registrar approval.

[Comment History](#)

How to re-submit a request:

If a Grade Change request has been denied by the Chair or Office of the Registrar, or the student's grade needs to change a second (or subsequent) time, an additional change can be initiated from the **Grade Change Request Form** page.

Previously-completed requests will have a hyperlink value of **Review Requests**.

Grade Change Request

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

▼ **ACCT 2301 - 002 (20335)**
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	<input type="text"/>	01/17/2017 - 05/06/2017

ID	Name	Enrollment Status	Grading Basis	Official Grade	Review Requests
1 600	<input type="text"/>	Enrolled	UTT Graded Grading Basis	A	Review Requests
2 600	<input type="text"/>	Enrolled	UTT Graded Grading Basis	B	Review Requests
3 600	<input type="text"/>	Enrolled	UTT Graded Grading Basis	B	Review Requests

To do so:

- I. **On-the *Grade Change Request Form* page, click the plus sign icon in the upper right-hand corner of the *Grade Change Request* section of the page to add a new, blank row.**

Grade Change

Grade Change Request Form

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

▼ **ACCT 2301 - 002 (20335)**
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	Jennifer S Reynolds	01/17/2017 - 05/06/2017

Empl ID

Current Grade F

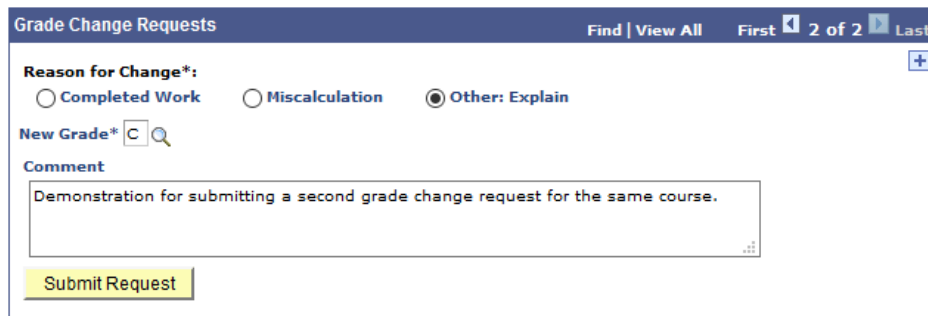
Grade Change Requests Find | View All First of Last

Reason for Change*:
 Completed Work Miscalculation Other: Explain

New Grade*

Comment
This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.

II. Fill in the **Grade Change Requests** screen as appropriate.



The screenshot shows a web form titled "Grade Change Requests". At the top right, there are navigation links: "Find | View All", "First", "2 of 2", and "Last". The form contains the following fields:

- Reason for Change*:** Three radio button options: "Completed Work", "Miscalculation", and "Other: Explain". The "Other: Explain" option is selected.
- New Grade*:** A text input field containing the letter "C" and a search icon.
- Comment:** A text area containing the text "Demonstration for submitting a second grade change request for the same course."
- Submit Request:** A yellow button at the bottom of the form.

III. Click **Submit Request** to begin routing it through the workflow. You will receive the same notifications as with any other grade change request.

Department Chair Section:

In addition to the ability to enter Grade Change requests as faculty members, Department Chairs have the access and responsibility to review all requests submitted by faculty members in their respective departments.

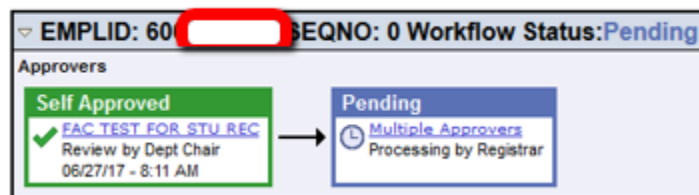
Chairs also have three additional options/features available to them within the Grade Change Workflow:

- I. Chairs may delegate their access temporarily to an acting Chair. This requires sending a notification to the Office of the Registrar with each of the following:
 - Full name of the acting Chair
 - Their *myUTTyler* username and EMPLID
 - The Administrative Associate/Assistant for your department should have access to this information
 - The start and end dates for their time serving as acting Chair

The notification must be sent specifically to the Registrar, or an Associate/Assistant Registrar; it is highly recommended that multiple Registrar team members be copied.

- II. Department Chairs submitting Grade Change Requests for courses within their departments, for themselves or on behalf of other faculty members (see below), do not have to approve such requests twice. The workflow will recognize that the Chair has already approved the Request, note it as **Self Approved**, and route it directly to the Office of the Registrar.

Grade Change Workflow

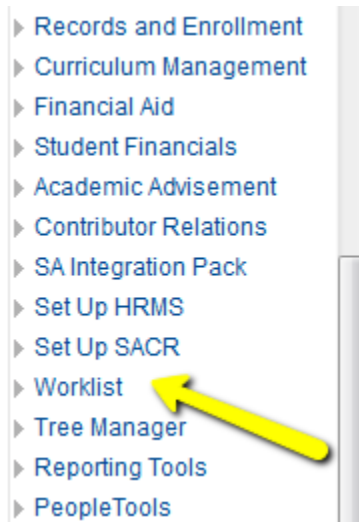


- III. Chairs can use the **Class Roster** page under **Curriculum Management** to submit Grade Change Requests on behalf of any faculty members for any course offered under the Department. This is explained in detail later in his document.

General Chair-level Grade Change Workflow Tasks:

Navigation:

Access to the review portion of the **Grade Change Workflow** for Chairs does not use a link in Faculty Center itself. Instead, the working page is accessed through the **Worklist** link in the left-hand menu within *myUTTyler*. The link will be near the bottom portion of the list.



As a Chair you will receive an email prompting you when a new Grade Change has been submitted and requires your review. The text below is an example of one of these emails, which will include a hyperlink to login directly into your **Worklist** page:

Greetings,

The following grade change request has been submitted for your review.

Instructor:

Term: 2017 Spring

Class: ACCT 2301.002 (20335)

Student: 600

To review this grade change request, please review your Worklist by clicking the link:

<https://sis-cs-qa.utt Tyler.edu/psp/TCSQA/EMPLOYEE/HRMS/c/WORKLIST.WORKLIST.GBL?Page=WORKLIST>

If you need assistance, please contact the Registrar's Office.

Critical Note: You must be actively signed into *myUTTyler* for the links in these emails to work; they 'ping' off your login to authenticate you rather than requiring a separate sign-in each time.

Processing Steps:

- I. Click the **Worklist** hyperlink to open the **Worklist** page
- II. On the **Worklist** page, each pending request will have a data row, including a hyperlink under the **Link** column to access and review that specific request. Clicking these hyperlinks will open the **Grade Change Request Form** page.
- III. On the **Grade Change Request Form** page:
 - A. Use the available radio buttons to either **Approve** or **Deny** each request.
 - B. Enter and necessary Comment text. **Please note that all text entered in the Comment section will become a permanent part of the student's records.**
 - C. Click **Submit** to send the request to the next phase of the workflow or cancel it.

Grade Change Request Form
2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

ACCT 2301 - 002 (20335)
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:20PM	Business Bldg Room 00158	Jennifer S Reynolds	01/17/2017 - 05/06/2017

Emp ID: [Redacted]
Current Grade: F

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change:
 Completed Work Miscalculation Other: Explain

New Grade: B

Comment
This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.

Department Chair Decision
 Approve Deny
Comment
This How-to example is being denied.
Submit

Grade Change Workflow
EMPLID: 60 [Redacted] EQNO: 0 Workflow Status: Pending

Approvers
Pending: SAC LIST FOR STUD REC Review by Dept Chair → Not Routed: Multiple Approvers Processing by Registrar

- Approved requests route to the Office of the Registrar, and a notification email is sent to Registrar staff members.

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change:
 Completed Work Miscalculation Other: Explain

New Grade: B
 Comment: testing

Department Chair Decision
 Approve Deny
 Comment: Approved during testing.

Grade Change Workflow
 EMPLID: 60 [redacted] SEQNO: 0 Workflow Status: Pending

Approvers

Approved <input checked="" type="checkbox"/> FAC TEST FOR STU REC Review by Dept Chair 06/27/17 - 6:46 AM	→	Pending <input type="checkbox"/> Multiple Approvers Processing by Registrar
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- Denied requests end at this point; the faculty member who submitted the request will be able to see that it was denied and will receive a denial notice email (see examples below).

Grade Change Requests Find | View All First 1 of 1 Last

Reason for Change*:
 Completed Work Miscalculation Other: Explain

New Grade* B
 Comment: This Grade Change is being entered in the testing/quality assurance environment as an example for a How-To document.

Department Chair Decision
 Approve Deny
 Comment: This How-to example is being denied.

Grade Change Workflow
 EMPLID: 60 [redacted] SEQNO: 0 Workflow Status: Denied

Approvers

Denied <input checked="" type="checkbox"/> FAC TEST FOR STU REC Review by Dept Chair 06/23/17 - 9:10 AM	→	Terminated <input checked="" type="checkbox"/> Multiple Approvers Processing by Registrar
--	---	---

Greetings,

The following grade change request has been denied.

Instructor: [redacted]

Term: 2017 Spring

Class: ACCT 2301.002 (20335)

Student: [redacted] 600 [redacted]

- IV. With the exception of Chairs who are also the submitting faculty member for a Grade Change, this is where the process ends.

After submitting a Grade Change, you will receive one of the following email notifications from the Office of the Registrar after they have processed the Grade Change, as described in the faculty section of this document:

The following grade change request has been cancelled by the Registrar's Office.

Instructor: [REDACTED]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [REDACTED] 600 [REDACTED]

Greetings,

The following grade change request has been approved.

Instructor: [REDACTED]
Term: 2017 Spring
Class: ACCT 2301.002 (20335)
Student: [REDACTED] 600 [REDACTED]

Submitting/Reviewing Grade Change Requests on Behalf of other Faculty

Notes on this functionality:

- It is not automatically available to acting Chairs
- It works only for courses from a Chair's own Department (e.g. the Accounting Chair cannot use it with Biology courses)
- The Chair, and not the instructor of record, will receive the notification emails

Navigation:

Curriculum Management > Class Roster > Class Roster

- I. After navigating to the **Class Roster** page, enter the relevant data in the **Term**, **Subject Area**, and **Catalog Nbr** fields. Click **Search** to pull up the list of matching courses, and note the **Class Section** columns as a quick way to identify the desired section. Click the relevant hyperlink under **Search Results** to open the **Class Roster** page.
 - It is also possible to search by **Session** (e.g. Short Summer, 7-Week II, or Regular the Fall/Spring 15-Week 'main' sessions), **Class Section**, or other attributes.

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with UTTYL

Term: begins with 2172

Subject Area: begins with ACCT

Catalog Nbr: begins with 2301

Class Nbr: =

Class Section: begins with

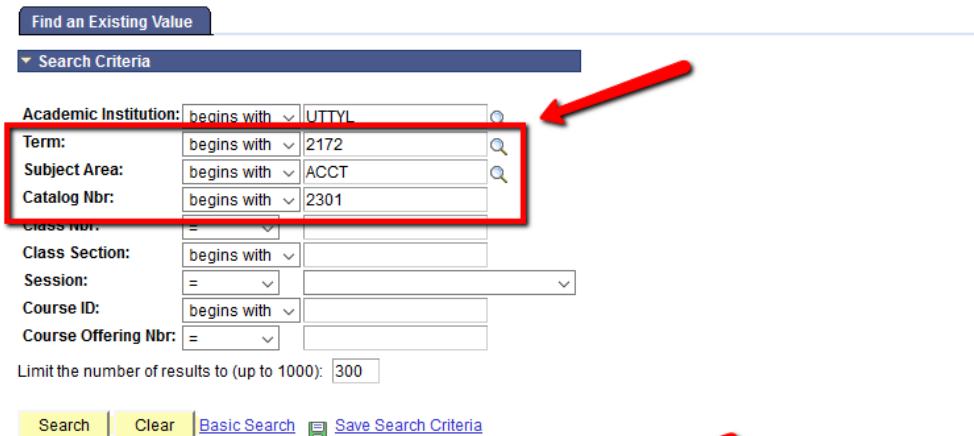
Session: =

Course ID: begins with

Course Offering Nbr: =

Limit the number of results to (up to 1000): 300

Search Clear Basic Search Save Search Criteria



Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UTTYL	2172	ACCT	2301	20334	001	Regular	100022	1	PRINCIPLES OF FINANCIAL ACCT
UTTYL	2172	ACCT	2301	20335	002	Regular	100022	1	PRINCIPLES OF FINANCIAL ACCT



- II. On the **Class Roster** page, use the hyperlinks under the **Request Grade Change** column to initiate a new **Grade Change Request** following the same steps as when submitting requests for your own courses.

Alternatively, any available **Review Results** or **Pending** hyperlinks can be used to follow up on the status of prior/ongoing requests.

Class Roster

2017 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

ACCT 2301 - 001 (20334)			
PRINCIPLES OF FINANCIAL ACCT (1 Lecture)			
Days and Times	Room	Instructor	Dates
TuTh 12:30PM-1:50PM	Business Bldg Room 00158		01/17/2017 - 05/06/2017

*Enrollment Status:

Enrollment Capacity: 65 Enrolled: 65

Enrolled Students											Personalize Find <input type="text" value=""/> <input type="text" value=""/>	First	1-65 of 65	Last
Select	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note	Last Enrollment Date Time	Has Attended	Never Attended	Request Grade Change			
<input type="checkbox"/>	6002		Withdrawal	0.00	Undergraduate - Marketing	Junior	Withdrawn	11/01/2016 8:49:03AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	6002		Graded	3.00	Undergraduate - Management/Marketing	Sophomore		11/01/2016 10:02:13AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Requests			
<input type="checkbox"/>	6002		Graded	3.00	Undergraduate - Marketing	Freshman		11/03/2016 9:17:17AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Requests			
<input type="checkbox"/>	6002		Graded	3.00	Undergraduate - Mathematics BS	Junior		11/03/2016 9:29:11AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending			
<input type="checkbox"/>	6002		Graded	3.00	Undergraduate - Finance	Sophomore		11/03/2016 2:58:10PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request Grade Change			