Instructions for Electronic Forms
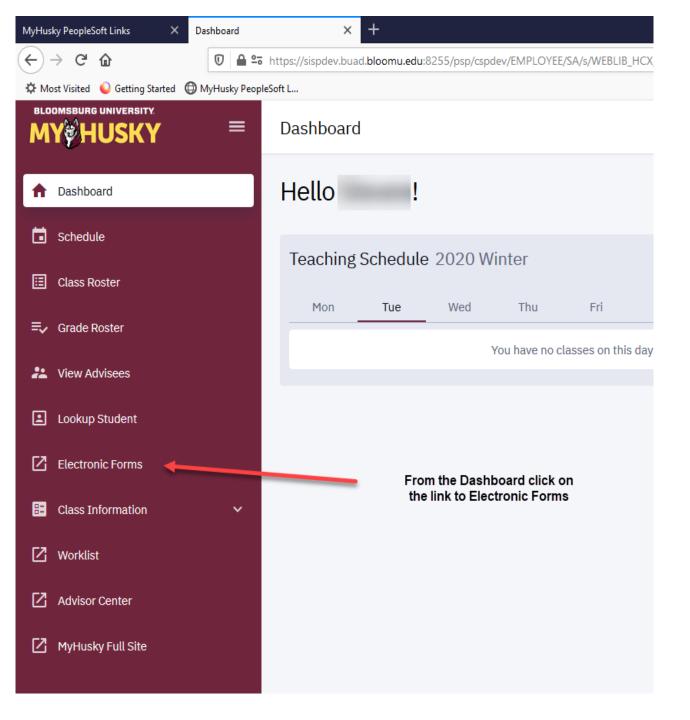## Change of Grade

From the Dashboard click on the link to Electronic Forms

Electronic Forms

Electronic Forms

Grade Change Request
Petition for Exception Request
Incomplete Form
Independent Study
Individualized Instruction

View Previously Completed/Submitted Forms

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:

Bloomsburg University of Pennsylvania

Personalize   Content   Layout Wed, Jul 27, 16   8:52 AM

My Husky Menu

Campus Solutions
Access to the Campus Solutions application.
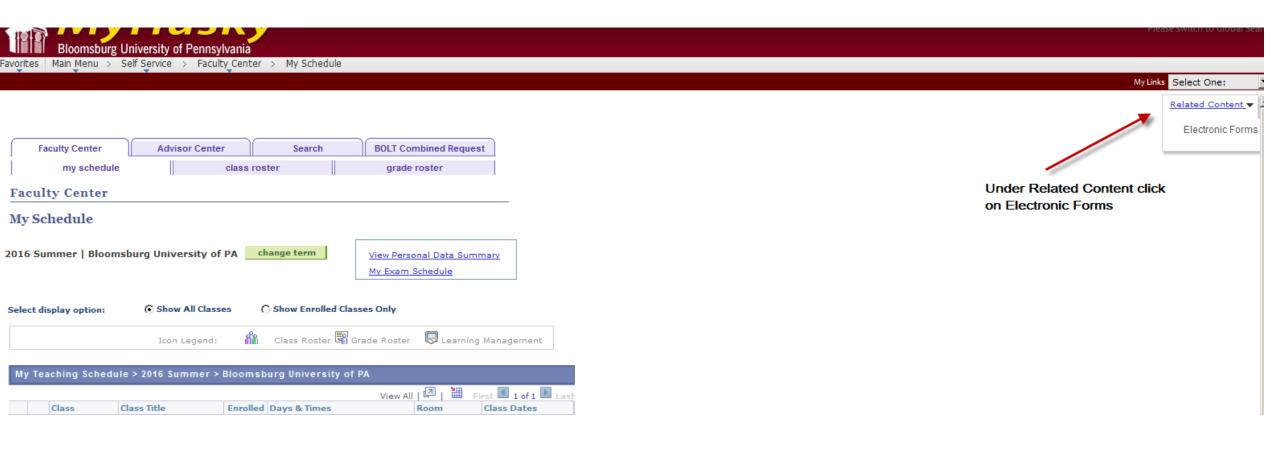
Faculty Center
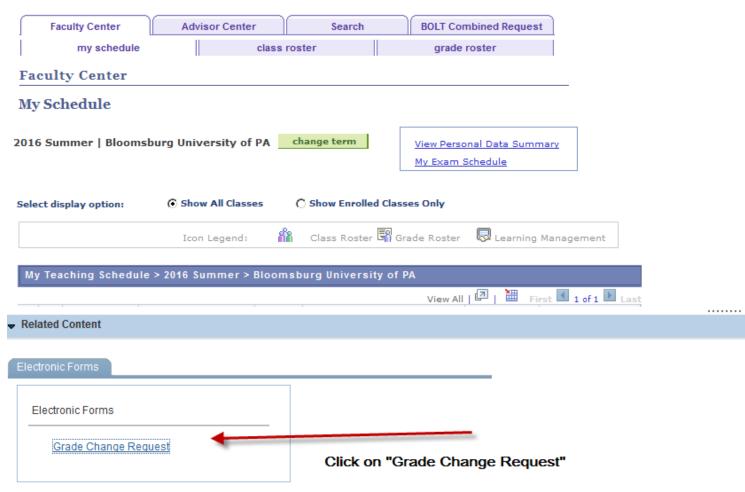View your class and exam schedules.

Advisor Center
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.
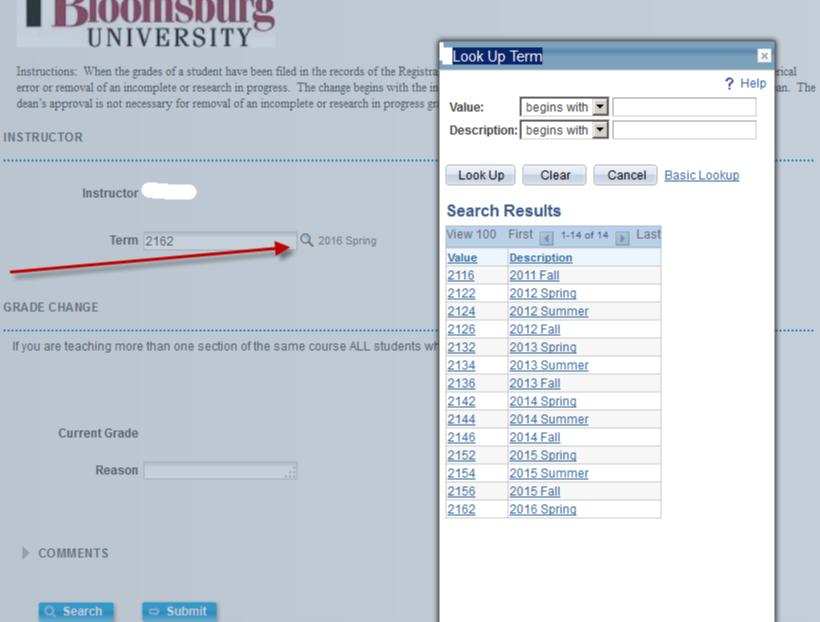
1. Log into MyHusky
2. Navigate to the Faculty Center

Welcome!

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

MyHusky

Welcome to the
**Bloomsburg University
Student Information Portal.**

MyHusky
Bloomsburg University of Pennsylvania

Please switch to Global Sea

My Links | Select One:

Related Content ▼

Electronic Forms

Faculty Center	Advisor Center	Search	BOLT Combined Request

my schedule	class roster	grade roster

Faculty Center

Under Related Content click on Electronic Forms

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

Bloomsburg
UNIVERSITY

Instructions: When the grades of a student have been filed in the records of the Registra~~r~~ ~~~rical~~
error or removal of an incomplete or research in progress. The change begins with the i~~n~~ ~~~an. The~~
dean's approval is not necessary for removal of an incomplete or research in progress gr~~~~

INSTRUCTOR

Instructor

Term 2162   🔍 2016 Spring

GRADE CHANGE

If you are teaching more than one section of the same course ALL students w~~~~

Current Grade

Reason

▶ COMMENTS

🔍 Search   ⇨ Submit

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

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

Look Up Term   ✕

? Help

Value: begins with ▼ [   ]

Description: begins with ▼ [   ]

Look Up   Clear   Cancel   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

Bloomsburg UNIVERSITY

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

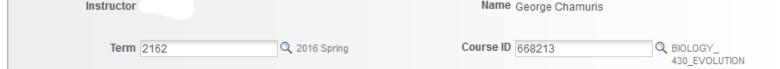Instructor [ ]   Name George Chamuris

Term 2162 🔍 2016 Spring   Course ID [ ] 🔍

GRADE CHANGE

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

Look Up Course ID

? H

Value: [begins with ▼] [ ]
Description: [begins with ▼] [ ]

[Look Up] [Clear] [Cancel] 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.

Current Grade

Current Dat...

Reason [ ]

▶ COMMENTS

🔍 Search   ⇨ Submit

Bloomsburg UNIVERSITY

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.
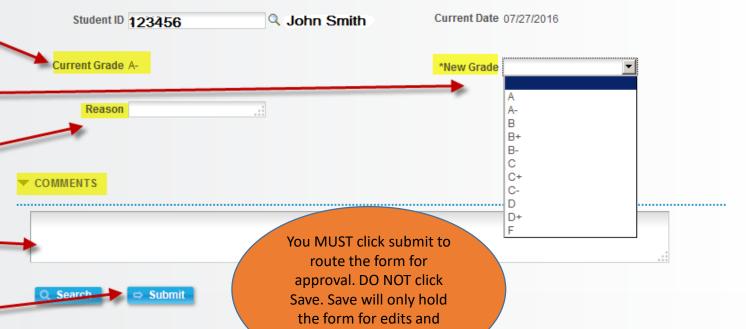
INSTRUCTOR

Instructor ____

Name George Chamuris

Term 2162   🔍 2016 Spring

Course ID 668213   🔍 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.

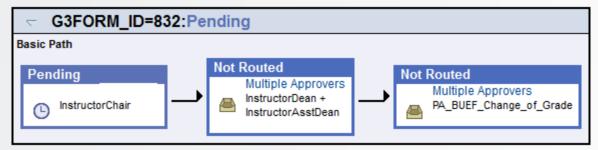Student ID 123456   🔍 John Smith

Current Date 07/27/2016

1. After student ID is chosen the current grade will populate.

Current Grade A-

*New Grade [dropdown]
A
A-
B
B+
B-
C
C+
C-
D
D+
F

2. Choose new grade from the drop down.

Reason

3. Enter justificiation for change of grade in the "Reason" box.

▼ COMMENTS

4. Add any additional comments in the "Comments" box by clicking the arrow.

5. Once all required fields are complete click submit.

🔍 Search   ➡ 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.

ⓘ Authored by ▮▮ GIDEON TAYLOR

Close ✖

Basic Stage

G3FORM_ID=832:Pending

Basic Path

Pending	Not Routed	Not Routed
🕐 InstructorChair	Multiple Approvers InstructorDean + InstructorAsstDean	Multiple Approvers PA_BUEF_Change_of_Grade

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 transction log shows the status of the workflow of the form.

Close ⊗