Special Grading Approvals Application Overview

Effective May 11th, the Special Grading Approvals application will be available to academic advisors in PiratePort. This application will allow advisors to approve or deny Pass/Fail grade change requests submitted by their advisees through the Special Grading Accommodations application, which will also go live May 11th. Students will submit grade change requests on a course-by-course basis, so you may see multiple requests from the same student.

Screenshot of the Special Grading Approvals application

Special Grading Approvals Application Workflow

1. For performance purposes, the application will display up to 50 requests when it is launched. The record count will be displayed at the top and bottom of your approval listing.

2. The first request in the Approval Listing will always be open by default, however you can expand or contract any other request by clicking the ^ and v icons.
3. The Student/Course Search box will allow you to filter the requests by student name, Banner ID, or course. Any search can be cleared by clicking the X icon that appears beside the search box once using the filter.

4. The “CHECK FOR NEW REQUESTS” button will check for any requests that have been submitted since you opened the application.

5. Each request in the Approval Listing will display the student’s name, course, Banner ID, current grade and the UG/GR level, along with the options to ‘Deny’, ‘Convert to Pass’ or ‘Convert to Fail’.

6. Once you choose to approve or deny a request, you will get a pop-up confirmation for both options.

7. Actions taken in this application as well as the Special Grading Accommodations application for students will trigger certain automated emails –
   - If a grade change request is denied, an autogenerated email of the decision will be sent to the student and the advisor will be CC’d. The email is sent on behalf of the advisor to allow the student to ‘Reply’ to the email if they have any questions or concerns.
   - If a grade change request is approved, an email will be generated by the Banner grade change workflow and will be sent to the student, advisor and instructor regarding the outcome of the grade change.

8. Requests will no longer appear in your Approval Listing once confirming your decision.