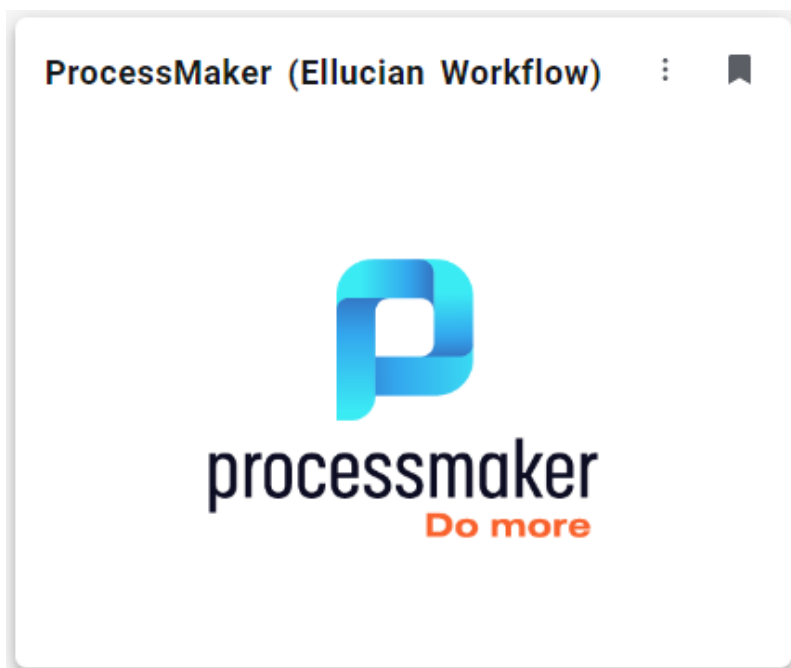


# Instructions for Submitting Dual Credit Grade Change Form

## Step 1 -

After you log into VUX, please select the “ProcessMaker” card. You can search for the card via “Discover More” at the bottom of your VUX home screen.



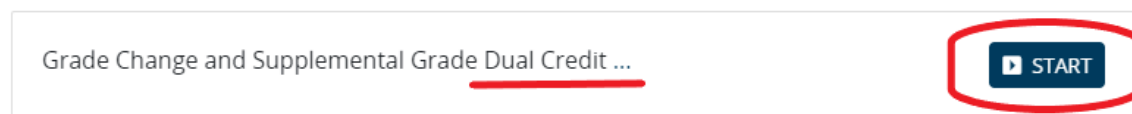
## Step 2 -

Click the green “+Case” icon in the top, right corner of your screen.



## Step 3 -

A new box will appear. Please pay special attention that you are selecting the Dual Credit Grade Change option. Click the start icon found on the right.



## Step 4 –

Under Tasks, you will click on the title of your most recently started task.

Home Processes Requests Tasks Designer

+ CASE DT

Home / Requests / Grade Change and Supplemental Grade Dual Credit #3250

Tasks Overview Summary Completed File Manager Forms

#	TASK	ASSIGNED	DUE
#49983	Grade Change and Supplemental Grade - Faculty	DT D'Lee Thomas	10/06/2024 08:37

Details Comments

CANCEL REQUEST

IN PROGRESS

PARTICIPANTS:

DT

IN PROGRESS SINCE:

10/03/2024 08:37

REQUESTED BY:

DT D'Lee Thomas

## Step 5 –

Your new screen will look similar to the screen on the right.

VINCENNES UNIVERSITY

Grade Change & Supplemental Grade Form

Student Information

Student Name:

\* Enter Student ID  
ex. A12345678  
Student's AR, 'A' plus 8 numbers  
LOOKUP STUDENT ID

\* Course Term (Semester and Year):  
Ex. Spring 2023

Course Detail

\* CRN \* Subject Code \* Course Number \* Section Number

Please select one of the following:  
Select...

REQUIRED SIGNATURES

\* REQUESTED BY INSTRUCTOR: \* Date

Enter your Name

\* Route to Dean  
Select...

SUBMIT

\*APPROVAL OF PROVOST REQUIRED IF GRADE CHANGE IS BEING MADE MORE THAN 90 DAYS FOLLOWING COMPLETION OF THE COURSE.

Details Comments

+ Create Rule Priority

Quick Fill

Clear Draft

OPEN

DUE IN 3 DAYS  
10/06/2024 08:37

AUTOSAVE  
LAST SAVE:

ASSIGNED TO:  
DT D'Lee Thomas

ASSIGNED A MINUTE AGO  
10/03/2024 08:37

REQUEST  
#3250 Grade Change and Supplemental Grade Dual Credit

REQUESTED BY:  
DT D'Lee Thomas

## Step 6 -

Begin to fill in all required fields.

### Student Information

Student Name:

\* Enter Student ID

ex. A12345678

Student's A#, 'A' plus 8 numbers

LOOKUP STUDENT ID

\* Course Term (Semester and Year):

Ex. Spring 2023

### Course Detail

\* CRN

\* Subject Code

(Ex. ENGL, MATH, HIST)

\* Course Number

(Ex. 101, 102, 139)

\* Section Number

(Ex. 001, 002, X01)

## Step 6A -

When entering your student's VU ID, you **MUST** click the "Lookup Student ID" icon after you have entered their A#. The name of your student must appear if you wish to successfully submit the form.

### Student Information

Student Name: Victor 

\* Enter Student ID

A0069 

Student's A#, 'A' plus 8 numbers

LOOKUP STUDENT ID



## Step 7 -

After you have filled in the student and course information you will be required to select what type of form you are submitting.

\* Please select one of the following:

### REQUIRED SIGNATURES

\* REQUESTED BY INSTRUCTOR:

\* Date

Enter your Name

**\*APPROVAL OF PROVOST REQUIRED IF GRADE CHANGE IS BEING MADE MORE THAN 90 DAYS FOLLOWING COMPLETION OF THE COURSE.**

\* Route to Dean

SUBMIT

## Step 7A –

Please select “Grade Change”.

  
**Grade Change**  
Supplemental Grade

## Step 8 –

Once you select “Grade Change” more field boxes will appear. Please fill out all fields. Please pay special attention to the rationale section. You must provide a detailed reason as to why the final grade needs to be changed.

\* Please select one of the following:

Grade Change

### GRADE CHANGE

This section is for submitting a course grade in place of an "I" (Incomplete) or to replace a final grade for a student.

Grade From:

Select...

\* Grade Changed To:

Select...

\* Rationale Required:

Submit attachment below, if needed.

## Step 9 –

Finally, you will enter your name and date under the signature section.

### REQUIRED SIGNATURES

\* REQUESTED BY INSTRUCTOR:

Enter your Name

\* Date

**\*APPROVAL OF PROVOST REQUIRED IF GRADE CHANGE IS BEING MADE MORE THAN 90 DAYS FOLLOWING COMPLETION OF THE COURSE.**

\* Route to Dean

SUBMIT

## Step 9A –

Please pay close attention to the name you select for “Route to Dean”. If you are running a Project EXCEL course, you must select “D’Lee Thomas” as the next individual to review the form. After you select her name, please click “Submit”. You have now successfully submitted a Dual Credit Grade Change Form via Workflow. If you have any questions, please contact the VU Dual Credit office.

### REQUIRED SIGNATURES

D'Lee Thomas -

Kyle Becher -

Lori Pence -

Nicole Shankle -

Stefany Deckard -

Select...

SUBMIT