

## Exceptional Grade Change workflow and reporting enhancements

1 message

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To: john.oconnor1@ucd.ie

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### UCD REGISTRY

#### Exceptional Grade Change workflow and reporting enhancements

To: Module Coordinators, Heads of School, School Managers, School Administrator - Students, Programme Deans, School & College Office Directors, Programme Managers, College Administrator - Programmes and Students, Innovation Academy

A Chairde,

We write to advise colleagues of enhancements to the Exceptional Grade Change workflow and reporting that have now gone Live.

These enhancements include:

- Improved Reporting at Module Coordinator, School and College/Governing Board levels.
- Stronger advisory notice alerting Module Coordinators to advance requests in the approval workflow after creating a request.
- Rationalising of College/Governing Board Approvers in the dropdown menu.

Please see:

- the [How to Request an Exceptional Change of Grade video](#) for Module Coordinators
- the [Exceptional Change of Grade Workflow - Schools and Colleges video](#) for School and College/Governing Boards.

Contact us at [grading.support@ucd.ie](mailto:grading.support@ucd.ie) for further guidance and support.

Kind regards,

The Grading Support Team  
Grading Support | Tacaíocht le Gráid  
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