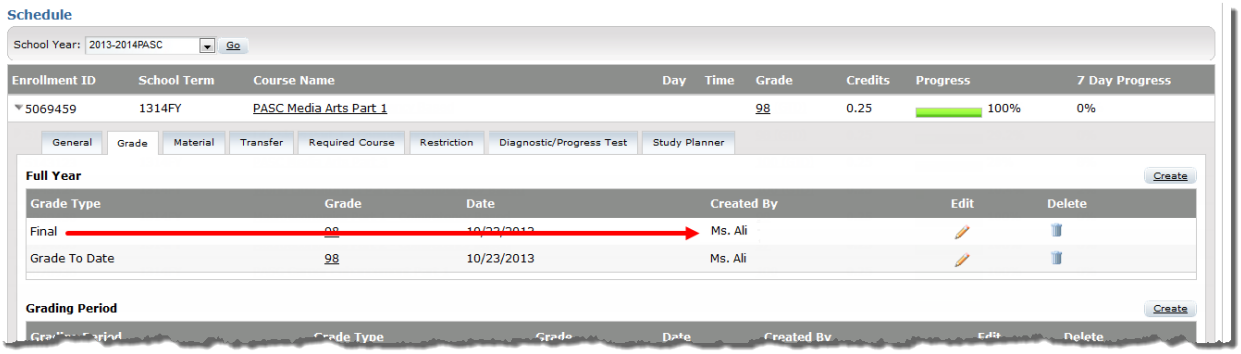
Grade Un-Approval Process

Complete the following steps to un-approve a finalized grade. This process puts the student's grade back into **requestable** status as if the original grade approval never happened.

1. Verify the advisor that finalized the grade by navigating to the **Student Details** page for the student.
2. Expand the dropdown next to the **enrollment ID**.
3. Click the **Grade** tab.
4. Note the user in the **Created By** column of the **Final** row.



5. Find that user's credentials and log in as them.
6. Click **Grade Approval**.

7. Locate the student and course grade that should be un-finalized.
8. Confirm that you are viewing the **Approved** grades subtab on the left. If the grade in question is in **Pending** or **Rejected** status, there is no action required of the advisor. Skip to step 9.

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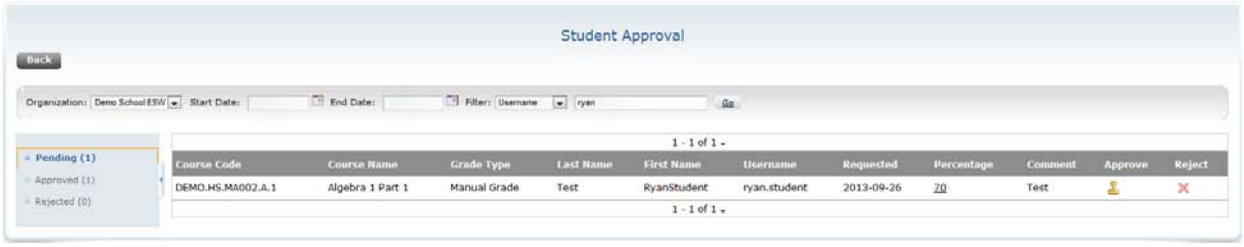
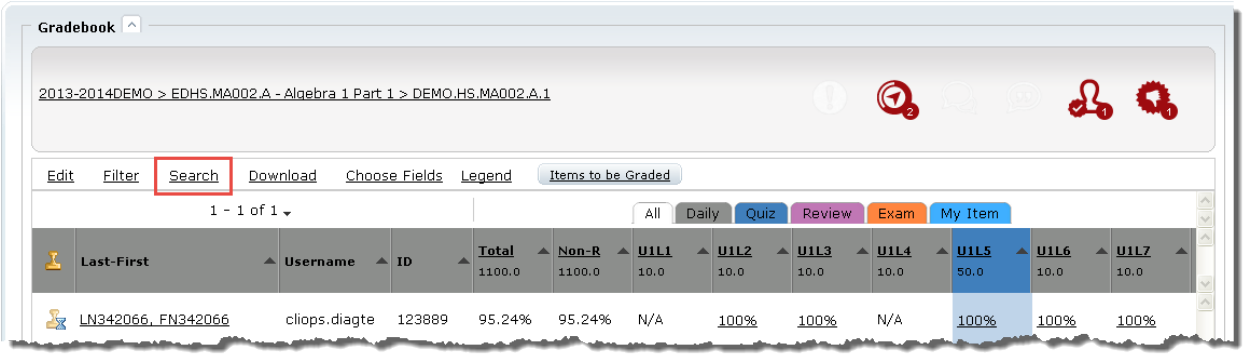
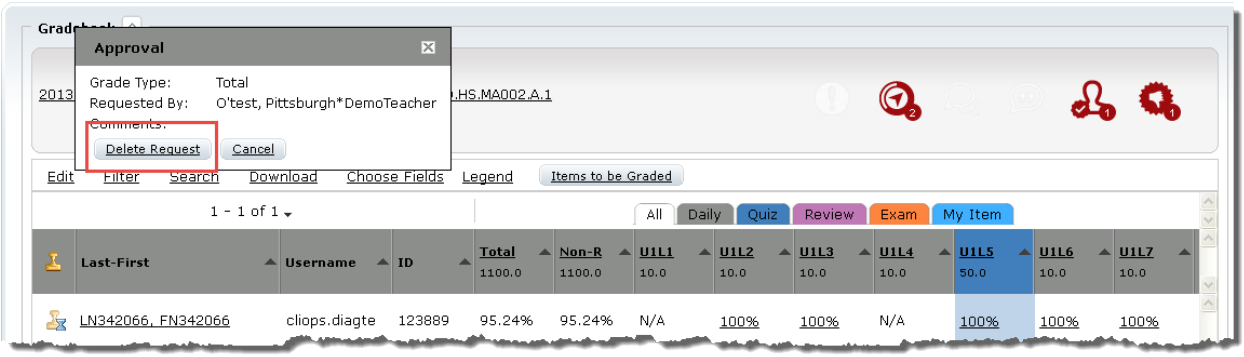
9. Click the **trash can** icon in the Remove column for the grade in question to revert the grade from **Approved** to **Pending** status.



10. Log in as yourself using your Service Desk or admin account (if applicable).
11. Click **Control Panel** > **Gradebook** and navigate to the Gradebook in question.
12. Use the **Search** feature to find the student.



13. Click the **pending approval** icon.



14. Click **Delete Request**.
15. Log out.

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