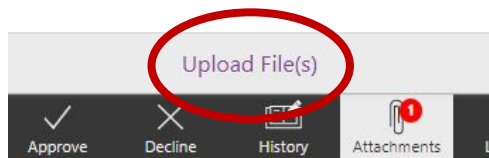


Change in Grading System Request Instructions for Instructors

**** To log into Softdocs/Etrieve, use your normal AC user name and password. If you receive a “Federation Consent” message when you log in, click “yes.” ****

- 1) An email will be sent to your AC email address when a mentor has approved a Change in Grading System Request submitted by one of your students. The email will come from softdocs@austincollege.edu with the subject “Etrieve Flow Notification.” To process the request, either click on the link included in the email or visit <https://etcentral.austincollege.edu/>, click on “Inbox” on the left-hand side of the screen, and select the request from the list in the center of the screen. Your student’s request form will appear on the right-hand side of the screen (see sample on next page).
- 2) After reviewing the request, you will have the following options:
 - ① Mentor Notes — Review this section to see any notes added by the student’s mentor.
 - ② Instructor Notes — Use this section to add notes for the student, mentor, or Registrar’s Office.
 - ③ Approve — Click here to approve the request. Once approved, the request will be sent to the Registrar’s Office.
 - ④ Decline — Click here to deny the request. Once declined, the workflow will end, and the student will be notified of your decision.
 - ⑤ History — Click here to view the history/status of the request.
 - ⑥ Attachments — Click here to view or add attachments. If your student submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click “View.” To attach a file, click “Upload File(s)” and select the document you’d like to attach.



- ⑦ Download — Click here to download a copy of the request form.
- ⑧ Print — Click here to print a copy of the request form.

If you encounter any problems or have any questions, please contact the Registrar’s Office at registrar@austincollege.edu or x2371.



AUSTIN COLLEGE

Change in Grading System Request

Name

AC ID

Student's Name

Student's ID #

Date

Date Submitted

Select Course

Grading System

You will receive an email when your request has been approved or denied.

If you would like to change the grading system for an additional course, please submit a separate Change in Grading System Request.

* Reminder: Under the College's normal policy, a student may opt to take a maximum of one course per term on an S/D/U basis excluding courses that have a mandatory S/D/U grading system.

Course Name

Course Title

Credits

Instructor

Term

Synonym

Mentor Notes

①

Mentors can add notes here.

Instructor Notes

②

You can add notes here.

Registrar Notes

The Registrar's Office can add notes here.

Mentor

Mentor User Name

Your Name

Your User Name

Name

ID

Student's Name

Student's ID #

✓
Approve

✗
Decline

📅
History

📎
Attachments

🔒
Locked

↓
Download

🖨️
Print

③

④

⑤

⑥

⑦

⑧