



UCD Registry  
Clárann UCD

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# Guide to Stage Reassignment Requests

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## Context - Stage Reassignment requests

The stage assignment of students to modules should be audited after the students have completed registration at the start of a trimester.

Stage assignments can be updated by College/Programme offices throughout a trimester and prior to grades being committed to academic history.

Once grades have been committed to academic history as part of a Grade Approvals Process and Stage GPAs approved by Governing Boards changing the assignment of a stage in registration will not amend the stage assignment in academic history. A Stage Reassignment request needs to be raised, approved by the Governing Board and forwarded in the Infohub tasks workflow to UCD Assessment for actioning.

All Governing Boards should consider Section 5.8 of the academic regulations when approving a Stage Reassignment request:

**5.8** After a stage GPA is awarded it may not be adjusted, save in the case of identified error on the part of the University or fraud.

# Initiating Stage Reassignment Requests.

Stage reassignment requests are initiated by College/Programme Office colleagues through the [Programme Exam Board reporting](#) in Infohub.

- Go to Infohub>Assessment & Grading>Programme Exam Board Reporting

› Programme Exam Board Reporting  
Grade approval process reports to support Programme Exam Boards. ☆

- Go to the Programme Code and Stage the student is registered to and drill in to the blue student number count

Select Academic Year & Trimester: 2020/21 Autumn Trimester

Student Search | Board Membership | School Observations | Conferring Report

| Programme  | Exceptions | Distributions | Majors | Number of Students | Observations |
|------------|------------|---------------|--------|--------------------|--------------|
|            |            |               |        | Stage 1            |              |
| [Redacted] | [Icon]     | [Icon]        | [Icon] | 120                | N/A          |
| [Redacted] | [Icon]     | [Icon]        | [Icon] | 49                 | N/A          |





# Initiating Stage Reassignment requests (cont'd)

- This will bring you to the student listing and click on the blue student number link for the student you are initiating a Stage Reassignment request for

|                     |      |       | Credits   |        |        |             | Stage GPA's | Award |                |
|---------------------|------|-------|-----------|--------|--------|-------------|-------------|-------|----------------|
| Student No          | Name | Major | Attempted | Earned | Passed | GPA Credits | S1          | GPA   | Classification |
| 2020/2021 September |      |       |           |        |        |             |             |       |                |
|                     |      |       | 30.0      | 30.0   | 30.0   | 30.0        | 2.87        |       |                |
|                     |      |       | 30.0      | 30.0   | 30.0   | 30.0        | 2.17        |       |                |
|                     |      |       | 30.0      | 30.0   | 30.0   | 30.0        | 3.03        |       |                |

- This opens the Student Details page and click on the Request Stage Reassignment button next to the module in question

Module Details

| Term Description    | Trimester | Module | Title | Level | Credit Value | Type   | Grade Information | Grade | QP** | QPV** | Request Stage Reassignment                                                            |
|---------------------|-----------|--------|-------|-------|--------------|--------|-------------------|-------|------|-------|---------------------------------------------------------------------------------------|
| 2020/2021 September | Spring    |        |       | 1     | 5.00         | Option |                   | C-    | 2.60 | 13.00 |  |
| 2020/2021 September | Spring    |        |       | 1     | 5.00         | Option |                   | D+    | 2.40 | 12.00 |  |
| 2020/2021 September | Spring    |        |       | 0     | 5.00         | Option |                   | C-    | 2.60 | 13.00 |  |
| 2020/2021 September | Autumn    |        |       | 0     | 5.00         | Option |                   | B-    | 3.20 | 16.00 |  |

## Initiating Stage Reassignment requests (cont'd)

- This brings you to the following page which autopopulates with some details.

The screenshot shows a web form for initiating a stage reassignment request. The form is contained within a light gray border and includes the following fields and controls:

- Student\***: A text input field containing a redacted student ID, followed by a blue "Clear" button.
- Term Code\***: A dropdown menu showing "2020/2021 September".
- Part of Term**: A dropdown menu showing "SPR".
- Module\***: A dropdown menu containing a redacted module name.
- CRN\***: A text input field containing a redacted CRN.
- Current Stage Module is assigned to\***: A dropdown menu showing "S1".
- New Stage to Assign Module to\***: An empty dropdown menu.
- Please provide reason\***: A large, empty text area for providing details of the request.
- Originating Area\***: A dropdown menu.

At the bottom left of the form is a blue "Submit" button. Below the form, there is a blue instruction box with the text: "Enter the student ID or name and click on Check Name to get a list of matches, then choose the correct one from the list."

- Please select the new Stage the module is to be assigned to
- Provide details of the request in the mandatory text box
- Select the Originating Area of the request
- Click Submit

## Initiating Stage Reassignment requests (cont'd)

- The request now routes through your Governing Board for approval similar to [Infohub Delegated Authority Student Decision Tasks](#)
- Once received in the workflow by UCD Assessment it will normally be actioned within 5 working days.
- Once the Stage has been reassigned in academic history and GPAs of both impacted stages have been updated by UCD Assessment the request will be forwarded in the Infohub workflow to Student Records who will update the stage assignment in the student's registration if necessary.
- When the task has been entirely closed out the details will populate in Banner and Unishare and a generic automated email will be generated to the student advising them of a change to their academic record.
- If you have any queries with raising a Stage Reassignment request please contact [grading.support@ucd.ie](mailto:grading.support@ucd.ie)



**UCD Registry**

University College Dublin  
Belfield  
Dublin 4

W: [www.ucd.ie/registry](http://www.ucd.ie/registry)

E: [registry@ucd.ie](mailto:registry@ucd.ie)