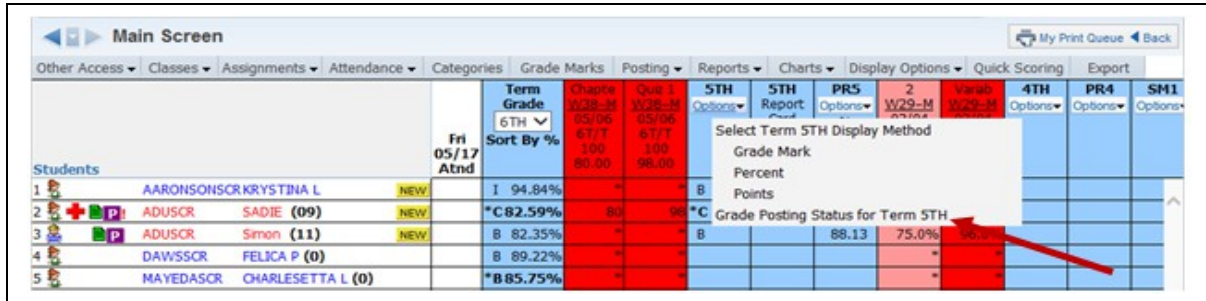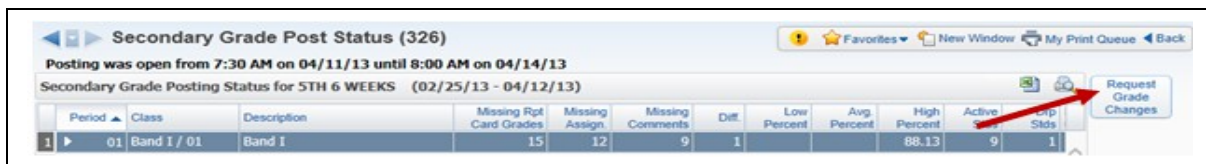## Request Grade Change Process

This process allows you to request a grade change for a previous grading period. These changes will then be approved administratively.
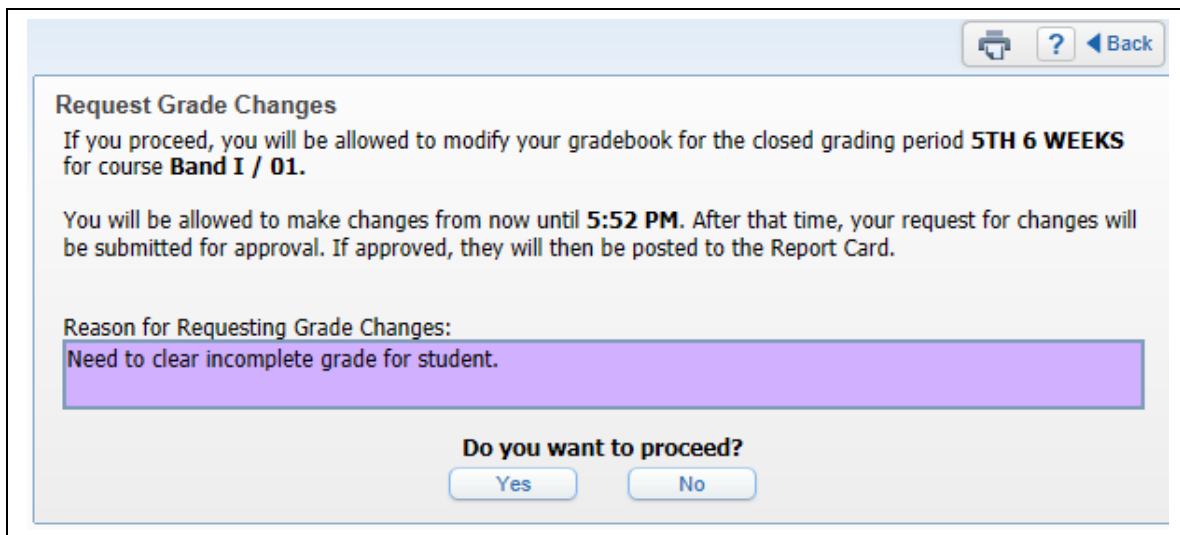
Grade Change Request from Gradebook

Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for (XYZ)**.

You see the class posting information. Select the **Request Grade Changes** button.

You must enter a reason for the grade change. Then click **Yes**. After you click the button, you will have two hours to complete the changes for this class. You can make any necessary changes to the grading period selected for this grade change request. Only the grading period specified in the request will allow you to make modifications.
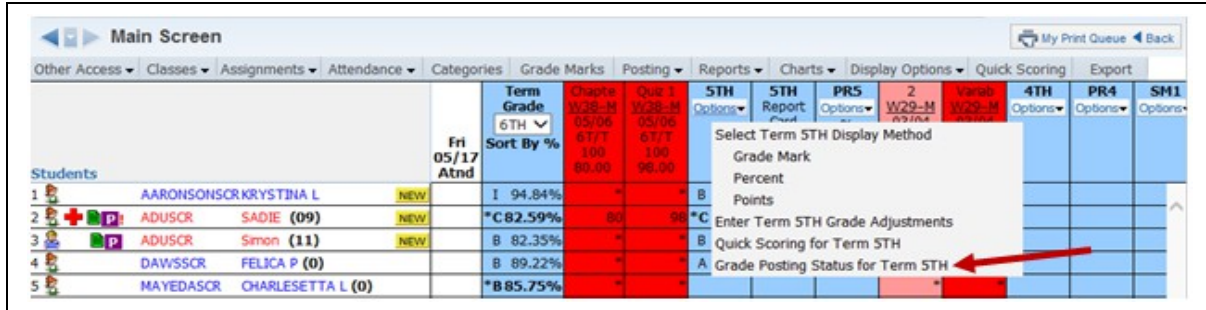
Under the semester or Term you entered the incomplete into, click on the options. Then click the "Enter grade adjustments" link.

Term Grade	S1 Options▾	T2 Options▾	P26	P23 Options▾	T1 Options▾
T1 ▾	Setup Semester S1 Grade Calculations				
Sort By %	Select Semester S1 Display Method				
	Grade Mark				
C 77.73%	Percent				
B 86.64%	Points				
C- 72.38%	Enter Semester S1 Grade Adjustments				
C+ 84.21%	Quick Scoring for Semester S1				
B- 85.14%	Grade Posting Status for Semester S1				

To remove the incomplete, select the dropdown arrow under the override and select the "-"option. Click "save" when you are finished.

◄□► Grade Adjustment   🖨 My Print Queue

Term 6TH

Save
Undo
Back

Students	Calculated Grade	Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
1 AARONSONSCR KRYSTINA I	A	94.84						
2 ADUSCR SADIE (09)	C	82.63	B	1.87	▢	84.50	I Incomplete	
3 ADUSCR Simon (11)	B	87.79						
4 DAMSSCR FELICA F (0)	B	85.33					· ∨	
5 DELPOZOSCR CLINTON M	B	85.99					· ∨	
6 MAYERASCR CHARLESETTA L (0)	B	88.50					· ∨	
7 REISCHSCR GARY D	B	80.75					· ∨	
8 RIGGINSCR SANG M	B	81.25					· ∨	
9 WALTESCR DUNCAN X	B	84.00					· ∨	

Override dropdown (row 2): E Other / I Incomplete / MED Medical

Grade Marks

Grade	High	Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00
D	69.99	60.00
F	59.99	0.00

Grade Marks for Grade Level 09

Grade	High	Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

After all changes have been made, finish the grade change request by selecting **Grade Posting Status for (XYZ)** in the term **Options** drop-down menu.

Then select **Complete Grade Changes**.
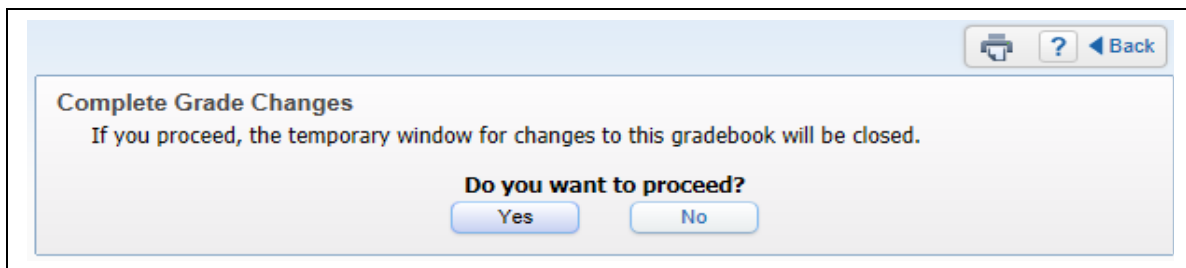
Click **Yes** to notify the office that you have completed your grade change.