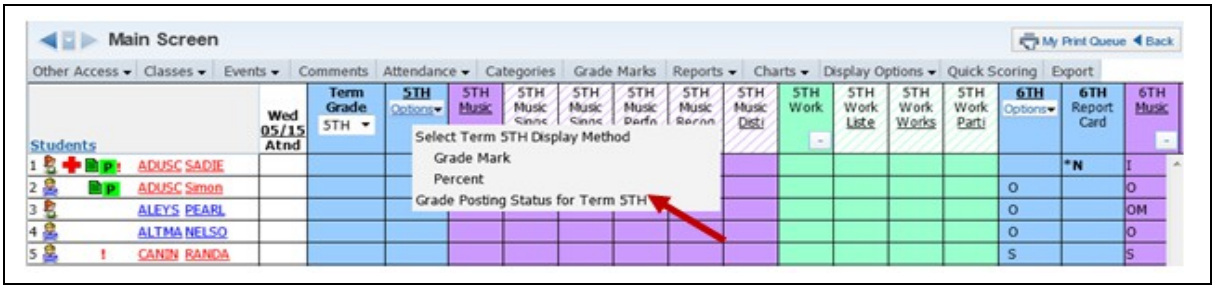
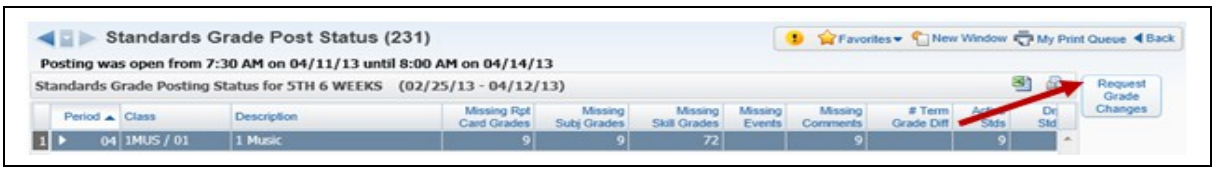
Request Grade Change Process

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

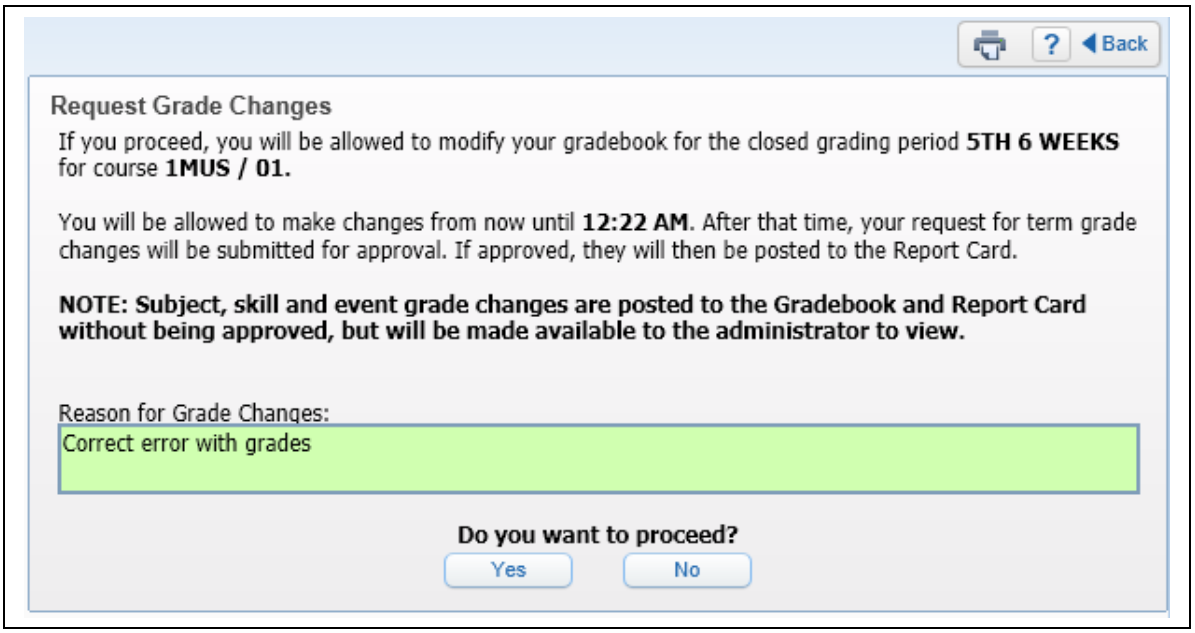
Grade Change Request for Classes Using Term Grades



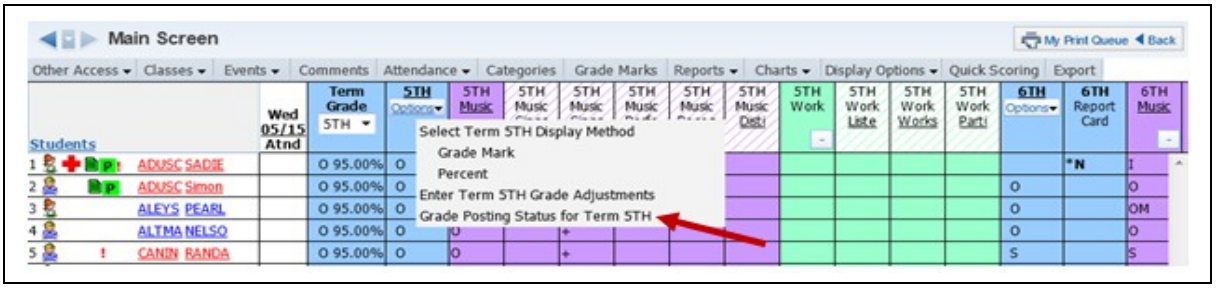
Click **Options** under the grade column you would like to change. Then select **Grade Posting Status for XX**.



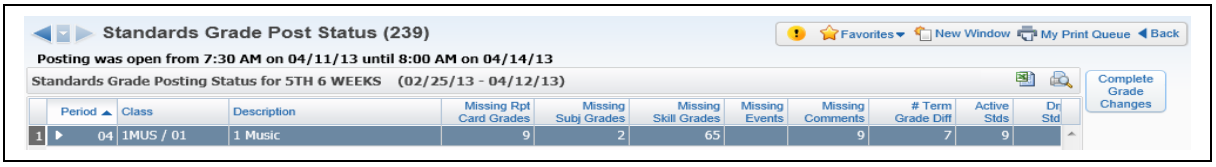
You see the class you requested and can then select **Request Grade Changes**.



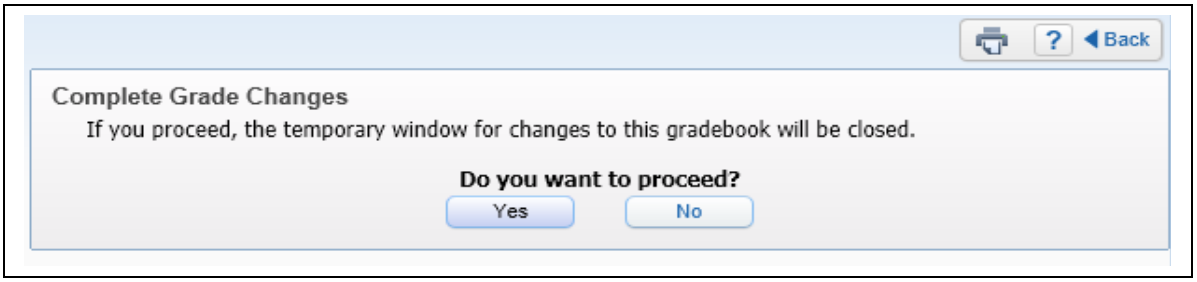
You must enter a reason for the grade change. Once this is done, click **Yes**. After this button is clicked, you have 2 hours to complete the changes for this class. You can make any necessary changes to the grading period selected. Only the grading period selected in the grade change request will allow you to make modifications.



After all changes have been made, complete the grade change request by selecting **Grade Posting Status for Term XX** in the term **Options** dropdown.

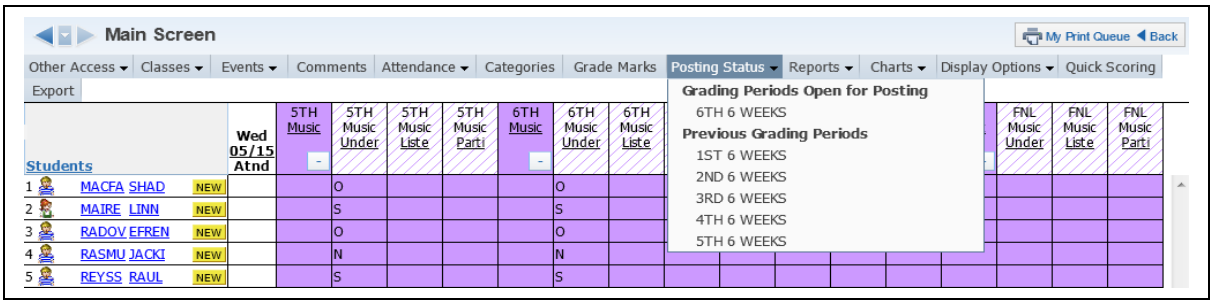


Then select **Complete Grade Changes**.

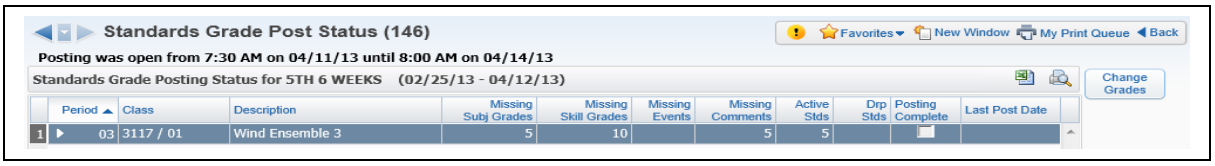


Click **Yes** to notify administrators that you have completed your grade change.

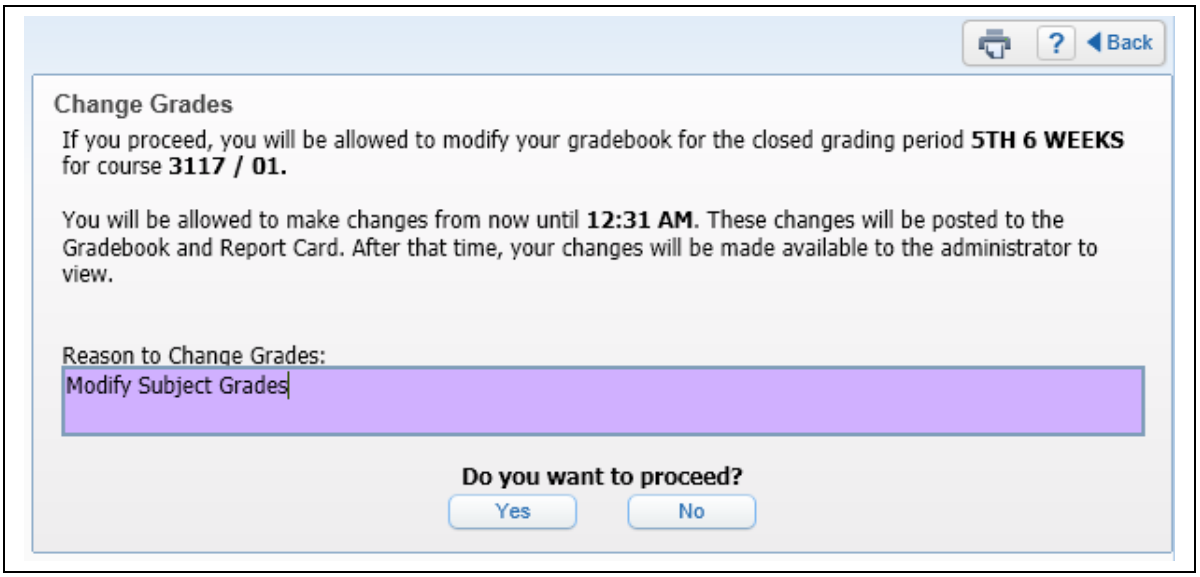
Request Grade Change from Gradebook for Classes not giving Term Grades



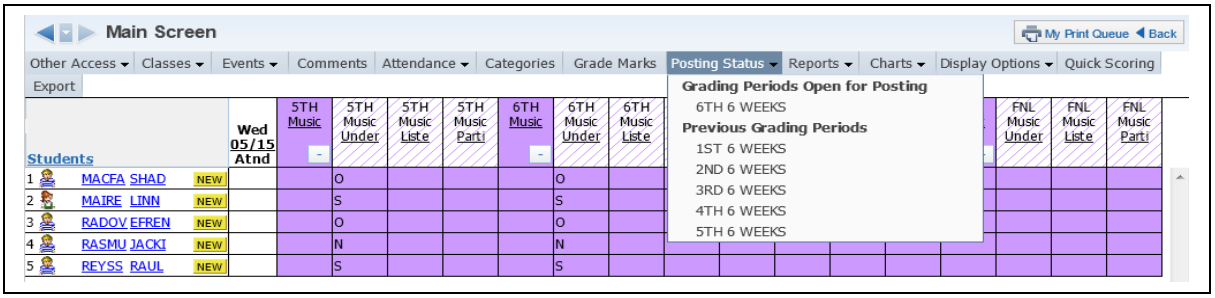
If your gradebook is not set up to give an overall term grade, go to the **Posting Status** tab and select a term in the Previous Grading Period section.



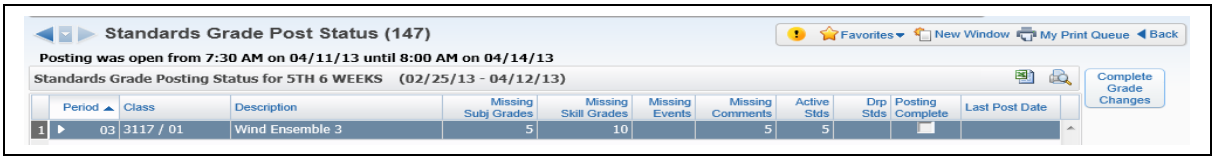
You can then select **Change Grades.**



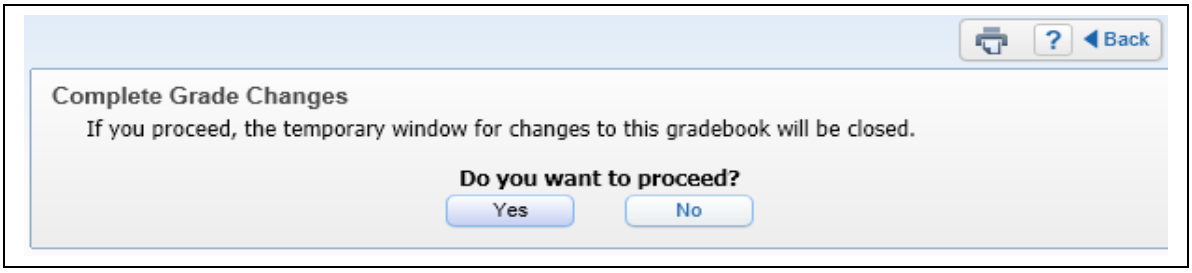
You must enter a reason for the grade change. Once this is done, click **Yes**. You then have two hours to complete the changes for this class.



After all changes have been made, complete the grade change request by selecting the Previous Grading Period in the **Posting Status** tab.



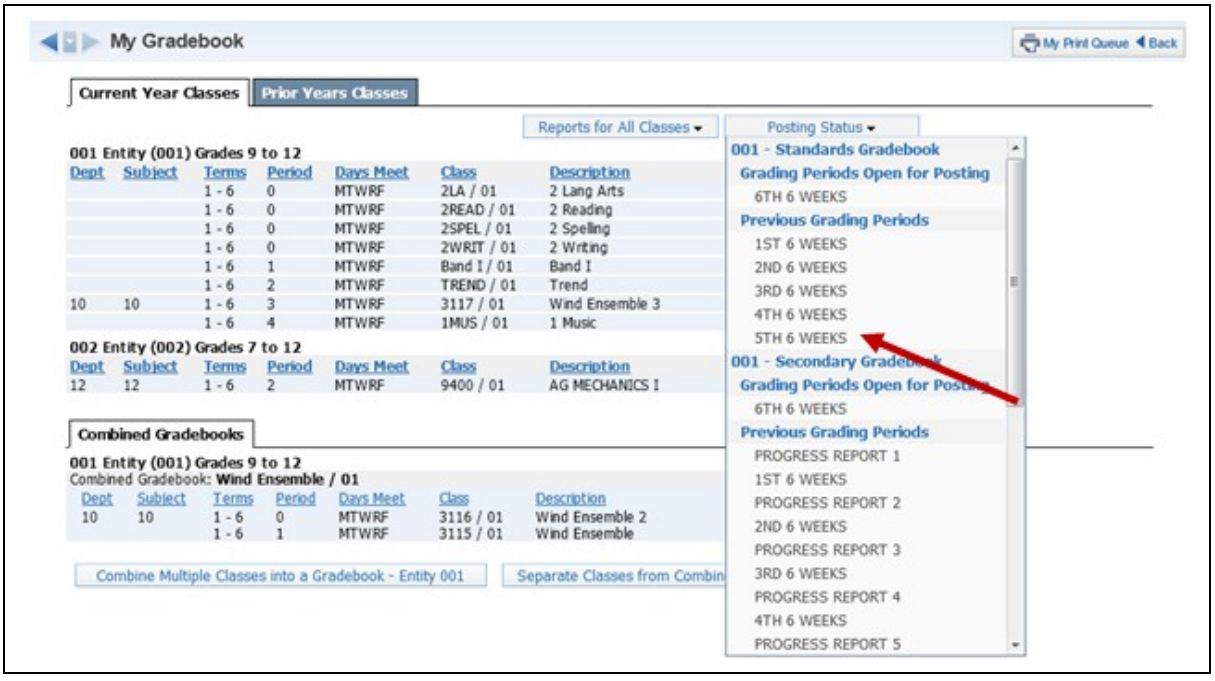
Select **Complete Grade Changes**.



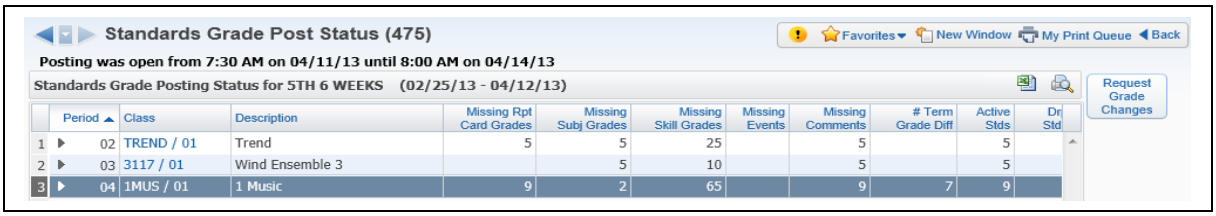
Click **Yes** to notify the administrative office that you have completed your grade change.

Request Grade Changes from Gradebook Selection Screen

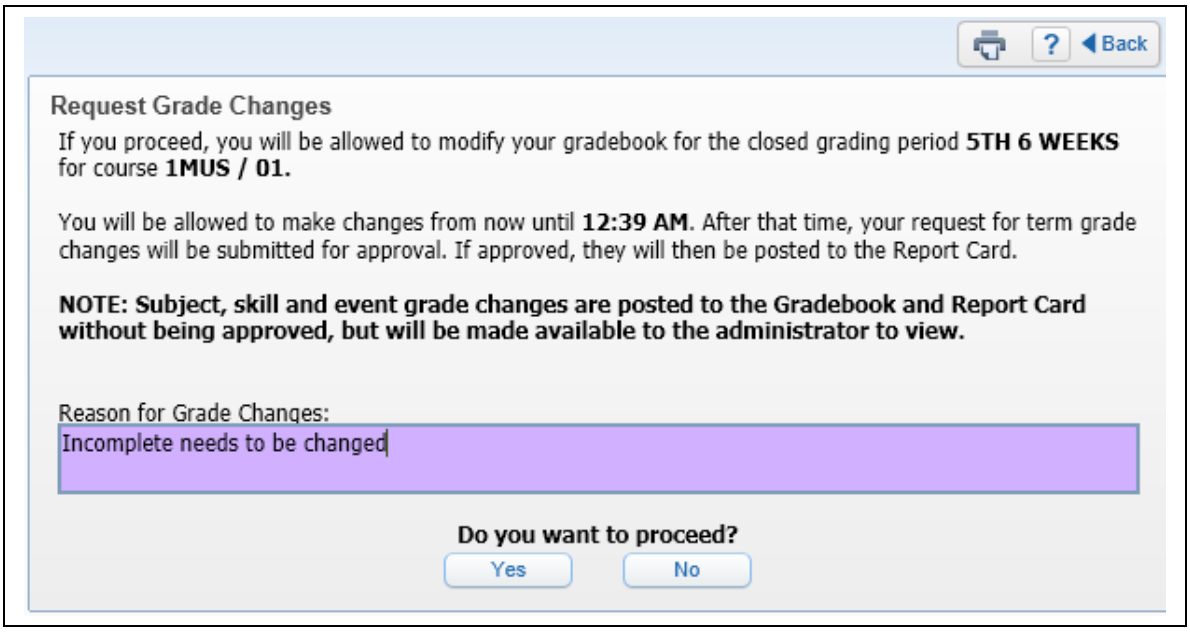
A Grade Change Request can also be made from the Gradebook Selection screen.



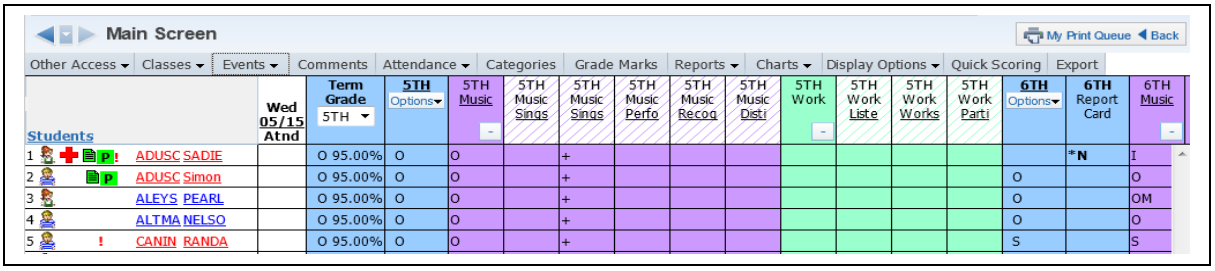
Select the Grading Period from the **Posting Status** drop-down menu under Previous Grading Periods.



Highlight the class and then click **Request Grade Changes.**



Enter the Reason for the Grade Change Request and click **Yes.** Just like when requesting the change from your Gradebook Main screen, you must enter a reason and you have only two hours to complete your changes before the Gradebook will be locked down again.



After you click **Yes**, you move directly into the Gradebook selected for the grade change request. You can then complete your changes and finish as described above.