



Faculty Homepage- Instructor Change of Grade Form

Faculty Homepage

Canvas

Class Search

Faculty Center

Faculty Forms

Profile/Preferences

Faculty Resources

Faculty Forms

Faculty Forms

Student Related Forms

Grade Change Form

Please select a form from one of the folders on the left-side menu.

Click the drop down arrow to see the Grade Change Form.

Change of Grade - Instructor : Change of Grade

Form ID 159421

To initiate a change from an evaluative grade to another evaluative grade, please enter the Student ID, Semester and Year and click the Fetch Data button to retrieve the student's class history. Please note that grade changes beyond 90 instructional days after the date official grades were posted must be approved by the Committee on Exceptions prior to processing.

Student Information

*Student ID

Name

*Semester

*Year

Term

Fetch Data

Student Class History

Select the desired class by clicking the Select button next to it in the grid below. Only one class can be selected per Change of Grade form.

Select	Class Nbr	Academic Career	Subject Area	Catalog Nbr	Description	Instructor ID	Instructor	Current Grade
<input type="button" value="Select"/>	0							

Grade Change

Enter the new grade in the To Grade field, then click the Submit button.

Academic Career

Class Nbr

Subject Area

Catalog Nbr

Description

Instructor ID

Instructor

From Grade

*To Grade

Instructor OptID

Comments

Submit