# How to Initiate a Grade Change in SIS

Instructions:

Navigation:
FACULTY & STAFF tab > Manage My Students > Faculty Center
OR
Student Info Systems > Faculty Services > Faculty Center

Click the "change term" button in order to select the semester in which you desire to submit a grade change (Grade changes prior to the spring 2009 semester will need to be submitted with the paper grade change form).
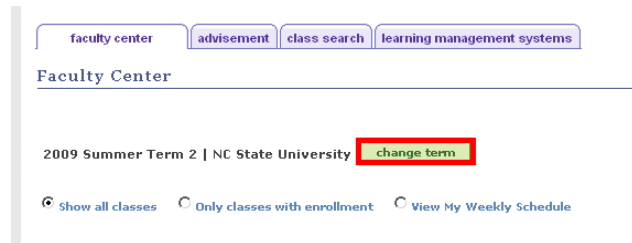
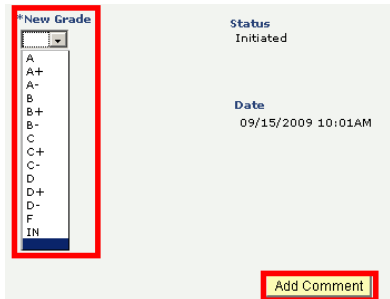Click the Grade Roster icon under "My Teaching Schedule" for the class in which you want to submit a grade change.

Click the "Request Grade Change" link on the grade roster next to the student that you desire to submit the grade change for.

Select the new grade from the drop-down of valid grades for the student and course. You may not use this process to change the grading basis for a student and course. In order to change the student to a different grading basis, you must submit a Schedule Revision Form to Registration and Records.

Click the "Add Comment" button to add a comment that will be included with your submission.

Click ![Submit] to submit your grade change for review and approval.

The grade change can be cancelled after submission, but prior to final approval by clicking the "Request Grade Change" link on the grade roster next to the student and clicking the ![Cancel Request] button.

The status of the grade change can be reviewed by clicking the "Request Grade Change" link on the grade roster next to the student.

Dept Pending: The department has not made a decision on the grade change.

College Pending: The department has approved the grade change and it is awaiting college approval.

Grad School Pending: The department and college have approved the grade change and it is awaiting graduate school approval.

Denied: Grade change denied at the departmental or college level. You will receive an email on the denial in addition to the status updating on the grade change.

Approval: When approved at the college level. An overnight process will update the grade on the student's record and the status will move to completed.

Completed: The grade change is complete and the new grade has been posted. The new grade will be reflected as the official grade on the grade roster and the student's transcript.

Canceled: The grade change was cancelled by the instructor prior to approval.