Processing Change of Grades

This guide will cover:

- How faculty will change a grade using the Faculty Center in Catalyst.

Here are a couple helpful hints to assist you:

- You may only change a final grade in a class that has the Grade Roster icon next to it. Grade Rosters have been generated for semester courses only. You cannot change quarter grades using the online change of grade option. Grade changes from courses taught in the quarter calendar must be submitted via the paper change form to the Registrar’s Office. Undergraduate changes must be approved by a representative in the college that offered the course. Graduate changes must be approved by the Graduate School.

- You may change the grade of a withdrawn student for whom you had previously reported a WX (No Participation) grade by using the Last Date of Attendance tab. You will be required to record the last date of attendance for that WX to W grade change to be successfully submitted.

**Step One**

Click on the Faculty Center tab and select My Schedule to view your teaching schedule for the semester.
Step Two

Click on the Grade Roster icon next to the class in which the student was enrolled.

You will only be able to change a grade when a grade roster has been generated for your class. If the icon is missing, you will not be able to enter grades for this class. Effective Fall Semester 2016, some courses have multiple component offerings in the semester. Only one of the components has been assigned to accept grades for the course. If you do not see a Grade Roster icon next to a course, it is not the component identified for grading.
Step Three

1. Click on the red link “Request Grade Change” – and the Official Grade column will become available with valid grades appearing for your selection.
2. Using the pulldown, select the appropriate grade you wish to record for the student. Please note – changing a grade from a final grade to a temporary grade (NG or I) is not permitted as it can impact the student’s academic progress and student financial aid award.

3. After selecting the valid grade, scroll to the bottom of the grade roster and click on the “Submit” button. The change will be saved.

4. After saving the change, click on the red “Return to Grade Roster” link at the bottom of the page to move out change mode.

Congratulations! You have successfully changed a grade in Catalyst!

Closing note – The Approval Status of grade rosters prior to Fall Semester 2016 may read “Not Reviewed.” Historical grade rosters were posted with conversion and do not need to be in an Approved status.
Presentation for terms prior to Fall Semester 2016

Presentation for all terms beginning with Fall Semester 2016

Grade Roster Action:
*Approval Status: Not Reviewed ▼ save
Request Grade Change

Grade Roster Action:
*Approval Status: Approved ▼ Posted
Request Grade Change

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