Processing Grade Changes

*This guide will cover how faculty will change a student’s grade within the Faculty Center.*

**THINGS TO KEEP IN MIND:**

- 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.

1) From the Catalyst Faculty Homepage, select the Faculty Center Tile. You will be directed to the *My Schedule* page that will display a list of classes you are currently teaching for the term.
2) Under My Schedule, select the **faculty grade roster** for the specific class you would like to grade. You will be directed to your course’s **Grade Roster** page.

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. Only one of the components has been assigned to accept grades for courses with multiple component offerings. If you do not see a Grade Roster icon next to a course, it is not the component identified for grading.

**PAST SCHEDULES:** Select the **Change Term** button if you need to access your faculty schedules from previous terms.

3) Select the **Request Grade Change** link located in the **Grade Roster Action** section.

4) You will be directed to the **Grade Change Request** page that will display your class roster along with their official grades.
5) Using the pulldown, select the appropriate grade you wish to record for the student.

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.

Withdrawn Student: You may change the grade of a withdrawn student for whom you had previously reported a WX (No Participation) grade by using the Last Date of Attendance link.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

6) After choosing the valid grade, scroll to the bottom of the grade roster and select Submit. The changes you made will be saved.

Next, select Return to Grade Roster to end the grade change mode.

7) You will be directed back to the Grade Roster page for that course.