Course Grade Change

Submit a grade change after the final grade has been posted to the student’s permanent record.

- Please Note – the ability to change grades in MAUI will be limited to courses for Summer 2006 and forward. Grade changes for sessions prior to Summer 2006 should done using a paper grade change form and sent to the register’s office, 1 Jessup Hall, for processing and updating the student record.

1) On the Grade Administration page, click Course Grade Change link.

2) Enter Subject, Course, Section numbers

3) Select Session from drop down list.

4) Click View Roster.

5) Either click the Check all (or Uncheck all) to change all students, OR click on the box for each student(s).

6) Click Change Grades.
Course Grade Change (cont.)

7) Select appropriate grade from drop down list, enter **Reason for changing Grade**, then click **Submit Changes**.

8) You will receive the following message. If you had selected multiple students, repeat this process.
   - No reason is required if changing from Incomplete (I) to a grade.

9) After submitting the last change, you will return to the **Grade Change Roster** panel. This screen will display your changes in the **Pending Grade Change** column until your DEO approves or rejects the grade changes.