**Grades Change**

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

1) On the **My Courses** page, select correct **Session** for the grade change from drop down list, then click **Search**.

2) Click **grade change** link.

3) Either click the **Check all** (or **Uncheck all**) to change all students, **OR** click on the box for each student(s), then click **Change Grades**.
Grade Change (cont.)

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

5) You will receive the following message. If you had selected multiple students, repeat this process.
   - *No reason is required if changing an I (Incomplete) or an O (No Grade Reported) to a grade.*

6) 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.