

Change of Grade

Enter Changes of Grade Online: During the term after a class ends, any instructor can initiate a grade change in SOLUS.

Note: You must have the campus VPN (virtual private network) enabled to access SOLUS from off-campus. In order to use the Queen's VPN, users must install the **FortiClient VPN** client. Please see the [Queen's Virtual Private Network \(VPN\) page](#) to download the client and for more information

Login to SOLUS by going to the Queen's homepage <https://www.queensu.ca/>, click 'Search and Sign In' (top right), choose 'MyQueen'sU – SOLUS, MyHR and more', scroll down to 'Teaching and Learning Applications' and click on 'SOLUS' then login using your Queen's Net ID and password.

Navigate to Curriculum Management/Grading/Grade Change to begin.

The department's grade change approver will receive an e-mail informing them there is a grade change to approve in SOLUS.

If more than a term has passed since the class ended, the grade change needs to be submitted as an "appeal grade change" in SOLUS. Undergraduate assistants, but not instructors, can submit these appeal grade changes.