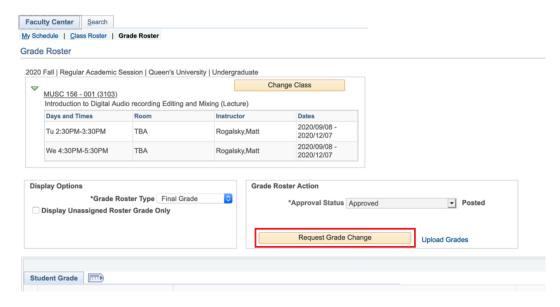
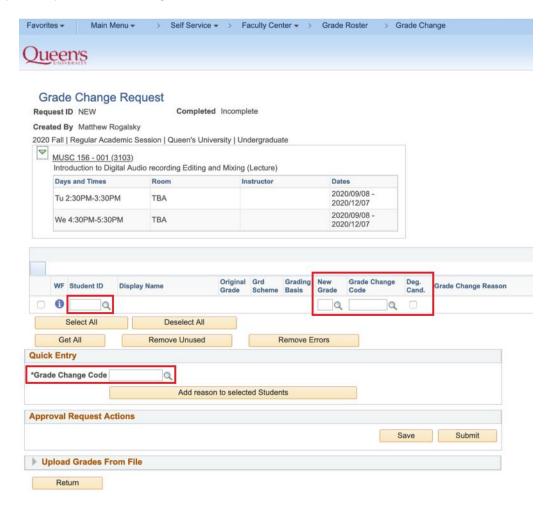
Instructor-Initiated Grade Change

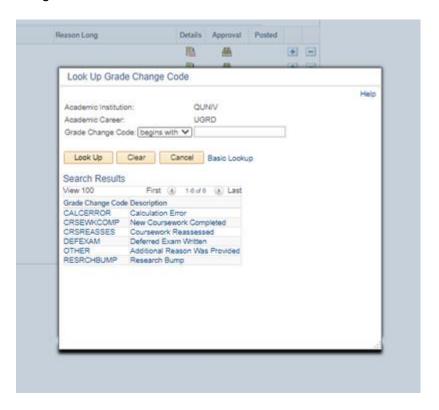
1. After logging into PeopleSoft Student Admin, find the Faculty Center under the Main Menu. From here, go to the Grade Roster page. If the course shown is not correct, select Change Class. Otherwise, select Request Grade Change.



2. On the Grade Change Request page, enter the student's ID number and their information will appear. Then, you may enter the new grade as a number or letter.



3. Choose a Grade Change Cod e (the reason for the change) by clicking on the magnifying glass beside the field, and selecting one from the list.



- 4. Check the Deg.Cand. box (highlighted in the second image) for priority processing, i.e. if the change is for a degree candidate who will be graduating and needs their transcript as soon as possible.
- 5. It may be necessary to enter the same Grade Change Code in the duplicate Quick Entry field (highlighted in the second image).
- 6. Select Save, then Submit.