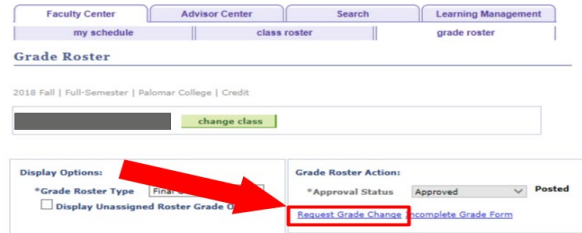


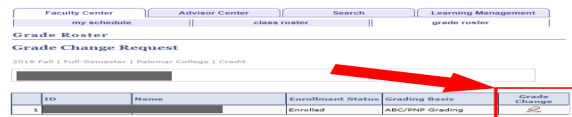
Change Posted Grades

1. Access the Grade Roster
Notice: This is only available after grades have been posted. Before then, the roster's approval status can be changed back to 'Not Reviewed' and edits can be made on the page as normal.
Notice: Only the primary instructor for a class can submit a grade change form.
2. Click on the 'Request Grade Change' link



The screenshot shows the 'Grade Roster' page with navigation tabs for Faculty Center, Advisor Center, Search, and Learning Management. Below these are links for 'my schedule', 'class roster', and 'grade roster'. The page title is 'Grade Roster' and the semester is '2018 Fall | Full-Semester | Palomar College | Credit'. A 'change class' button is visible. In the 'Grade Roster Action' section, the 'Approval Status' is set to 'Approved' and the page is marked as 'Posted'. A red box highlights the 'Request Grade Change' link, with a red arrow pointing to it from the 'Display Options' section.

3. Select the student whose grade you wish to change



The screenshot shows the 'Grade Change Request' page. It features a table with columns for 'ID', 'Name', 'Enrollment Status', 'Grading Basis', and 'Grade Change'. A red box highlights the 'Grade Change' link in the first row, with a red arrow pointing to it from the top right of the page.

ID	Name	Enrollment Status	Grading Basis	Grade Change
1		enrolled	ABC/DEF Grading	Grade Change

4. Enter the reason for the grade change and the new grade
Important! If you enter an **I** (Incomplete) grade, you must submit an Incomplete Grade Form ([linked here](#)) to the Records Office.
5. Click on 'Submit'