

How to change a grade in Faculty Portal

Refer “Grade Change Policy” for the eligibility of grade change, and if it is eligible, follow the steps below:

Step 1) The instructor of the course sends a request for grade change to Registrar by email. The email must include the course code and the names of the students that the grades need to be changed.

Step 2) Registrar returns the grade(s) back to the instructor for re-submission.

Step 3) The instructor reviews the assignments and make necessary score changes in the grade book. If a test comment (sub-category) needs to be moved from one category to another category, the instructor needs to **delete** the test comment and **re-create** it again.

Step 4) The instructor needs to “calculate” the score by clicking “Calculate Midterm Grades” or “Calculate Final Grades.”

Step 5) The instructor re-submits the midterm or final grades for each student one by one via Faculty Portal. Click “Continue to Submit Grades Step 2” → Click “Process” → Type a reason of re-submission → Click “Process Resubmit”

MY COURSES > COURSE OPTIONS > SUBMIT GRADES [STEP 1-3]

Select a grade type to submit and then click the **Continue**

Midterm Grades

Final Grade

[Continue to Submit Grades Step 2](#)

Submit Grade Listing

Student Name	Midterm		Final
	Course GPA	Grade	

Friday, Feb

High Intermediate Reading & Writing [ESL0505]

MY COURSES ▸ COURSE OPTIONS ▸ SUBMIT GRADE [STEP 3-3]

Final Course Grades approved for resubmit are listed below.
Click the **Process** hyperlink next to the grade you wish to resubmit.
You must supply a reason for the grade change on the subsequent page. You will be returned to this page after you click the **Process Resubmit** button.

Final Course Grades Ready for Resubmit

Resubmit	Student Name	Allowed Course Course GPA	New Course Course GPA	Original Submitted Course Course GPA
Process	z ()	82.88	82.88	82.88
Process	d ()	67.06	67.06	67.06

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MY COURSES ▸ COURSE OPTIONS ▸ REASON FOR RESUBMIT GRADE

Enter a reason for changing the grade and then click the **Process Resubmit** button.

23355 : Ahmadbayli, Bahruz () Original Grade : S Grade to be Changed to: S | Original Course GPA: 82.88 Course GPA to be Changed to: 82.88

* Reason:

Type a reason of re-submission here!

[Process Resubmit](#) [Back to Resubmit List](#)

Step 6) Registrar checks the grade book, and authorizes the grades.

Step 7) Registrar emails the students regarding their grade change(s), and c.c. the instructor and Dean.

Note: An incomplete (I) grade must be evaluated and changed within six weeks of the following semester/session. If a grade is not submitted by the end of the sixth week, the grade will be changed from "I" to "F" or "U" by Registrar.

Revised by YUG on 11/19/2014