FACULTY GRADE CHANGE

REFERENCE GUIDE for FACULTY GRADE CHANGE
FACULTY CENTER

1. Log in to your Faculty Center.

2. Click on the Faculty Center tile.

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THE FACULTY CENTER

1. From your Faculty Center, under the “My Schedule” tab, click on the link to “Request a Grade Change” found at the right-hand corner of the screen, the 4th link listed in the box:

   ![Faculty Center Homepage](image)

   - Select display option: Show All Classes, Show Enrolled Classes Only
   - My Schedule: Fall 2019 | Chapman University
   - My Teaching Schedule: First-Year Foundations Course (Lecture)
   - Enrolled: 0
   - Days & Times: MoWeFr 12:00PM - 12:50PM
   - Room: Argyros Forum 206A
   - Class Dates: Aug 26, 2019 - Dec 14, 2019

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2. After clicking on Request a Grade Change link, you will be asked to Log In to the Grade Change System:

   - Enter Username
   - Enter Password
3. After logging in to Grade Change, select the term to be graded from the drop-down menu. The selection will list only the terms in which you taught a class. Find the class from the search result. When you have identified the class, click on the “VIEW” box for the class, then click on the view box for the student from the resulting grade roster.
4. Enter the grade in the New Grade box, and enter the reason in the text box to justify the grade change, then click submit. If the current grade is being changed from an Incomplete grade, then the reason or justification for the grade change will not be required.

5. To review the training guides for the Faculty Center, click on: [http://www.chapman.edu/faculty-center-training](http://www.chapman.edu/faculty-center-training)