**Grade Changes:** Once grades have been posted by the Registrar, Graders have the ability to change a student’s grade.

**Faculty Center>Grade Roster**

1. Select the course for the grade change.

2. Select [Request Grade Change](#) link

3. Only students who have grades posted will appear. Update the Roster Grade and specify a reason, then click Submit. Note: Once a grade change is submitted, it is subject to the approval of your department and/or dean. Once approved, the grade will be reflected on the student transcript.