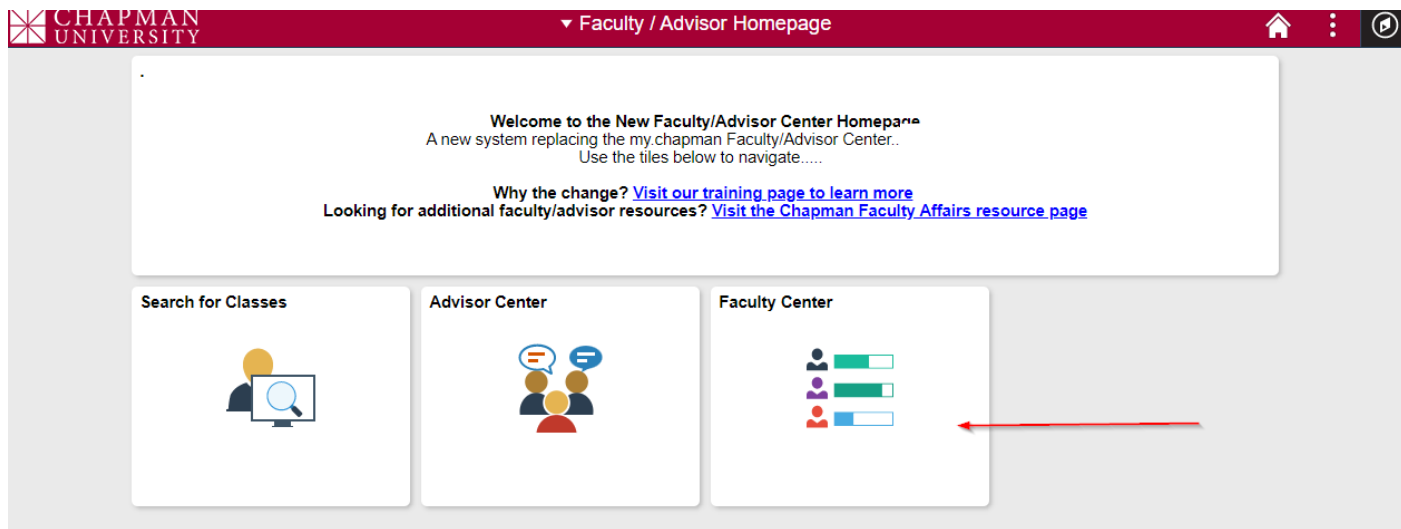


FACULTY GRADE CHANGE

REFERENCE GUIDE for FACULTY GRADE CHANGE FACULTY CENTER

1. Log in to your Faculty Center.
2. Click on the Faculty Center tile.



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 | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Fall 2019 | Chapman University Change Term

Select display option
 Show All Classes Show Enrolled Classes Only

View Personal Data Summary
View Textbook Summary
My Exam Schedule
Request a Grade Change

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Fall 2019 > Chapman University

		Personalize View All		First	1-3 of 3		Last
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	0	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019- Dec 14, 2019	

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



[ABOUT](#) [ACADEMICS](#) [ADMISSION](#) [ARTS](#) [ATHLETICS](#) [RESEARCH](#) [SUPPORT](#)

[Home](#) > [Grade Change System](#)

Grade Change Request System - Log In

Username:

Password:

[Login](#)

[CONNECT](#) [RESOURCES](#) [SERVICES](#) [SOCIAL](#)

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.



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[Terms Listing](#) > [Log out](#)

Grade Change Request for Instructor - Terms Listing

Select a term:

*Students in cross-listed sections will be listed only under the section in which they are registered.

> Terms Listing > Log out

Grade Change Request for Instructor - Terms Listing

Review Pending Approval Requests
Select a term:

*Students in cross-listed sections will be listed only under the section in which they are registered.

	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc
View	PTT-702-01 Ptn of Evidence Based Practice	9/2/2014 12:00:00 AM	12/12/2014 12:00:00 AM					

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>