Items to remember:
- To request grade change online, the course must not be past eight (8) weeks into the subsequent semester.
- The online grade change request can only be submitted one time, for each student in a specific course.
- Only the instructor of record can initiate an online grade change request.


2. Under Orion Self-Service, click on the Faculty Center link.

3. This page will default to the current term/session. Choose the grade roster for the desired course. To select another term, click the change term button.

4. Locate the class and click on the Grade Roster icon.

5. Click on the Request Grade Change link.

6. Locate the student and click the Grade Change link for that specific student. A Grade Change Request page will appear.
<p>| | |</p>
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<td>7.</td>
<td>Verify that you have selected the correct course and student.</td>
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<tr>
<td>8.</td>
<td>Select/Enter the new grade in the request Grade Change field.</td>
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<tr>
<td>9.</td>
<td>Enter reason for grade change in the Instructor Comments field (this is a required field).</td>
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</tbody>
</table>
| 10. | Click the Submit button.  
The grade change workflow approval process has been initiated.  
The process will send two sets of emails:  
1. To the instructor and the student stating that a change has been submitted  
2. To the approvers stating that a change is awaiting approval |
| 11. | Log off. |