Changing Grades Electronically via eServices
Faculty Members can submit a proposed course grade change for a student from all courses they are teaching, or have taught, within the selected semester. This grade change is not official until the Records Office manually submits the grade change to ISRS.

NOTE: This form is available for faculty members that are instructors of courses in the year/term that is being accessed.

Login to eServices
Class Management
Click on the Change Grade link

Grade Change Request
After Clicking on the Change Grade Link, the link will access a new application. The Grade Change Request page will display.
Courses the faculty member is associated with will display the Course ID, Subject, Course Number, Section Number, Title, Change Grades, and a [GO] action link under Change. The [GO] link will direct to a list of students for that course.

The default Year/Term will be prepopulated.

To select a different Year/Term, click on the drop down box [ ] icon and click on the year/term for which a request for a grade change is needed for a student.

Class List Page
Click on the [GO] link under Change Grades, A Class List page will display with all registered students and grades posted for those students.
This report details the information of the students for the course that was selected, which includes *Tech ID*, *Student Name*, *Seq Number*, *Current Grade*, *Last Changed*, *Submitted Grade* and *Last Submitted*.

- **Tech ID** - The Tech Id of the student
- **Student Name** – The name of the student starting with their last name.
- **Seq Number** - The seq number is for the possibility of students taking the same course multiple times during the year term.
- **Current Grade** – The current grade of the student
- **Last Changed** - The date of the posted grade
- **Submitted Grade** – The suggested new grade to be reviewed
- **Last Submitted** – The date of the suggested new change that has been submit for review

Click on the [Edit] to suggest a change to the current grade of a student.

*Proposed New Grade*

*NOTE:* Only one student can be processed at a time.
NOTE: The [*] fields are mandatory

NOTE: A signature from the instructor and dean are NOT required. The signature required box is marked with a check mark. You will click on it to remove it.

Select the New Grade from the dropdown box [ ] icon.

If a LDA (Last Date Attended) is needed for the new grade; fill in the field using MM/DD/YYYY format.

Click in the Reason field and provide a short description for the grade change.

Click on the [Save] button.

Warning popup message will appear for missing fields.
When the New Grade has not been selected from the dropdown box, this message will appear. Please select an item in the list.

When the Reason field has not been populated, this message will appear. Please fill out this field.
Review page

The Review page will display.

Validate that the information is correct. Enter your Password then click on the [Submit] button.

A warning message will appear if the password was not entered or invalid.

Confirmation Page
A Confirmation Page will appear.
The [Print] button will bring up a browser page. To print this page, use the Browser’s Print option. The print options will vary by browser.

Click on the Browser Back button to return to the Course List form or click on the [Return to Course List].

The proposed grade change and date it was submitted will appear on the page.
An automated email message will be sent to the Records Office. An example is listed below.

Department Email

Once a grade change is submitted, the Records and Registration Department will be notified via email and will process the grade change.