

## Student Information System: Online Grade Change

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Step	Action
1.	After logging in to the SIS, the Faculty Center appears.
	Select the grade roster <b>button/icon</b> to the left of the class containing the grade that needs to be changed.
	<b>Note:</b> To locate a class taught in a prior term, click the <b>Change Term</b> button.



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Step	Action
2.	The Select Grade Roster screen appears.
	Select the Request Grade Change link. Request Grade Change

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Step	Action
3.	Click the <b>Request Grade Change</b> link to the immediate right of the grade needing to be changed.
	Request Grade Change

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Step	Action
4.	Select the appropriate new grade from the <b>Change Grade to</b> dropdown menu. You will also need to select a <b>*Reason</b> from the dropdown menu, and enter a <b>*Justification</b> .

CASE WESTERN RESERVE

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Step	Action
5.	Select the appropriate <b>*Reason</b> from the dropdown menu.
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Step	Action	
6.	Enter a <b>*Justification</b> for the change.	
	Sample Justification.	

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Step	Action
7.	<b>Decision:</b> Please make a selection from the options listed below.
	<ul> <li>Save as Draft Go to step 8</li> <li>Save &amp; Submit for Approval Go to step 12</li> </ul>

CASE WESTERN RESERVE

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Step	Action
8.	Select Save as Draft to return and submit for approval later, or to make additional changes. Save as Draft

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Step	Action
9.	Once you select <b>Save as Draft</b> you will see information appear that identifies the
	person who made the change, as well as the date and time stamp.

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Step	Action
10.	Click the <b>Return</b> button to return to the Grade Roster.
	Return



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Step	Action			
11. This completes the process of changing a grade.				
	End of Procedure. Remaining steps apply to other paths.			

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Step	Action
12.	Click the Save & Submit for Approval button.
	Save & Submit for Approval

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Faculty Center Advisor Center Search	1					
My Schedule Permission Requests Class R	Koster Grade Koster					

Step	Action
13.	Once you have selected to click the <b>Save &amp; Submit for Approval</b> button the approval process will begin.



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My Scher	dule Permission Requests Class Roster Grade Roster				
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Step	Action	
14.	Click the <b>Return</b> button to return to the Grade Roster.	
	Return	
	Go to step 11	