

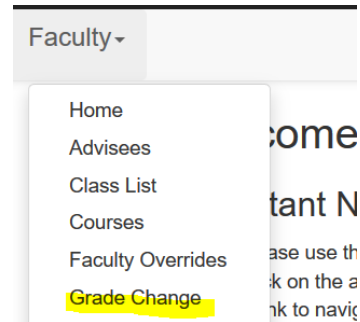
SCTCC Faculty Guide to Grade Changes:

No paper form is needed – the change can be submitted online!

1.) Go to your Minnesota State Employee Home and click on the Faculty tab:

Faculty - Student Advisees, Class Lists, Grading and LDA, Grade Changes, Overrides

2.) Select Grade Change from drop down menu:



3.) Select the correct Year/Term for the course to have a student's grade changed:

Grade Change Request

Year/Term

Course ID	Subject	Course #	Section #	Title	Change Grades
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0 Total Results

4.) Find the course you know the student was enrolled in, and click "Go" under Change Grades:

Grade Change Request

Year/Term

Course ID	Subject	Course #	Section #	Title	Change Grades
000978	CMAE	1514	03	Safety Awareness	<input type="button" value="Go"/>

1 Total Results

5.) The grades for all of the students in the course will display. Find the student of interest and click "Edit"

6.) Then select the New Grade (or LDA) and type in a reason (example: recalculated grade, turned in late work, etc.)

00112174	Student, Trial	1	<input type="button" value="Cancel"/>
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* New Grade

Last Date Attended

* Reason

Signature Required (if this is your institutional policy)

Please Note: If this grade change requires an approval signature, the actual signed document must also be submitted to Records and Registration Department before the grade change is stored on the student record.

Dean's Approval:

Once a grade change is received, Records and Registration forwards the request to the appropriate Dean for approval. If the Dean approves the request, the grade is changed immediately and the student is notified.

If the grade is not approved, it is likely due to a question from the Dean or perhaps an error (example: changing a W grade to a B might prompt a question or changing a W to a W might be an error).

Note: **NO PHYSICAL SIGNATURES** and **NO PHYSICAL PAPER** are required in this process.

Student Notification:

Upon completion of a grade change, the student is notified in writing by mailing a copy of their semester grades for that semester along with a stamp of "Grade Change."

The grade change becomes a part of the student's permanent file.

Questions? Call us in Records and Registration at 320-308-5075

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