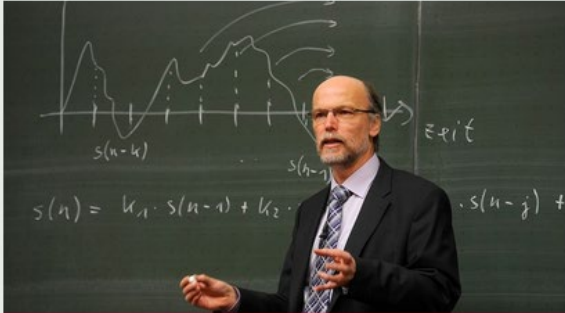


Change of Grade

Step 1: On the navigation bar, under My Pages, select “Faculty.”

Step 2: Click on “Administrative Applications.”

Faculty Services



Faculty Services Dashboard



Administrative Applications

Step 3: Under “My Information,” click “Faculty and Advisors.”

Step 4: Click “Change of Grade.”

Self-Service Banner (SSB)

My Information

Information	+
Students	+
Faculty and Advisors	-

- [Week at a Glance](#)
- [View Active Assignments](#)
- [View Assignment History](#)
- [Last Date of Attendance](#)
- [Change of Grade](#)


NOTE: The Change of Grade form will default to the latest term; please be sure to change to the term in which the change is taking place (that is, the term of the course to be changed). To do so, click the “Faculty Services” tab and then “Term Selection.”

Information **Student** **Faculty Services** **Employee**

Search

COG will default to latest term; please be sure to change to the term in which the change is taking place.

Faculty and Advisors

Term Selection 

- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List With Picture (Use Faculty Dashboard Instead)
- Summary Class List (Use Faculty Dashboard Instead)
- Summary Class List With Picture (Use Faculty Dashboard Instead)
- Active Assignments
- Assignment History
- Advisor Hold Removal
- (105) Course Section Scan
- Last Date of Attendance
- Change of Grade

RELEASE 8 0 1 2