Instructions to Change a Grade

- On the my.fordham.edu Faculty Tab, go to the My Information channel and open the Faculty and Advisors menu.
- Then click Change of Grade.

Select term in which you are changing the grade.

Select a Term: Fall 2018
Select the course in which you are changing the grade.

Select a CRN

CRN: HIST 1100 E01 - UNDERSTHD HIST CHNG: AMER HIST, 36435 (16)  

Submit

Change of Grade

Select the student/grade to be changed.

Instructions for faculty to change grade

Course Information
UNDERSTANDING HISTORICAL CHANGE: AMERICAN HISTORY – HIST 1100 E01
CRN: 36435  
Students With Rolled Grades: 2

Grade Change Roster

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Current Grade</th>
<th>Select for Grade Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fake, Stu</td>
<td>A00113673</td>
<td>B</td>
<td>Select for Grade Change</td>
</tr>
</tbody>
</table>

Change of Grade

Select the grade from the pull-down menu.

Reason for Grade Change:

Description:
### Change of Grade

**Course Information**

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<tr>
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</thead>
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<tr>
<td>CRN: 36435</td>
</tr>
<tr>
<td>Student ID: A00113673</td>
</tr>
<tr>
<td>Student Name: Fake, Stu</td>
</tr>
<tr>
<td>Current Grade: B</td>
</tr>
<tr>
<td>New Grade: A</td>
</tr>
<tr>
<td>Reason for Grade Change: Student completed add work</td>
</tr>
</tbody>
</table>

**Description:**

- None
- Completed deferred final exam
- Entered incorrect grade
- Final grade appeal resolved
- Integrity violation resolved
- Late grade submission
- Maculated assignment/exam

**RELEASE: 8.0**

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**Search**

- Information
- Student
- Faculty Services
- Employee

**Submit**

**Change of Grade**

- Change of Grade has been submitted.

**Course Information**

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**Comments:** Enter additional information here, if applicable.

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