NOTE: Information about Grading Policies can be found on the website http://students.asu.edu/facultycenter.

Request Grade Changes

Once grades are posted, the Request Grade Change link will display. Selecting this link will take you to the Grade Change roster.

*Classes prior to fall 2006 were not converted with individual sections or instructors and will not be accessible through the Faculty Center. Roster Contacts can submit grade changes for these classes by navigating to the Grade Change component via the following navigation: ASU Customizations> ASU Student Records> Roster Contacts> Grade Change.

To submit a new grade change, select the new grade from the drop down list and enter a reason for the grade change. All grade changes must have a reason entered. When all grade changes have been entered, click the Submit button at the bottom of the page. Your grade change(s) will be marked with a grade change status of Requested.

Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the Department office). If approved, the grade change then moves to a Level 2 Approver (generally the College office). If approved by Level 2, the grade change is posted to the student’s record and the student receives an email telling them to check their records.
At Level 1 or Level 2 the grade change may be denied, at which time email notifications are sent back to the requestor and/or the Level 1 approver. Denied grade changes may be re-requested.

Multiple grade changes may be submitted for a single student, but each one must be processed completely before the next may be requested.

The grade change Request page may be viewed at any time to see the current status of a grade change.