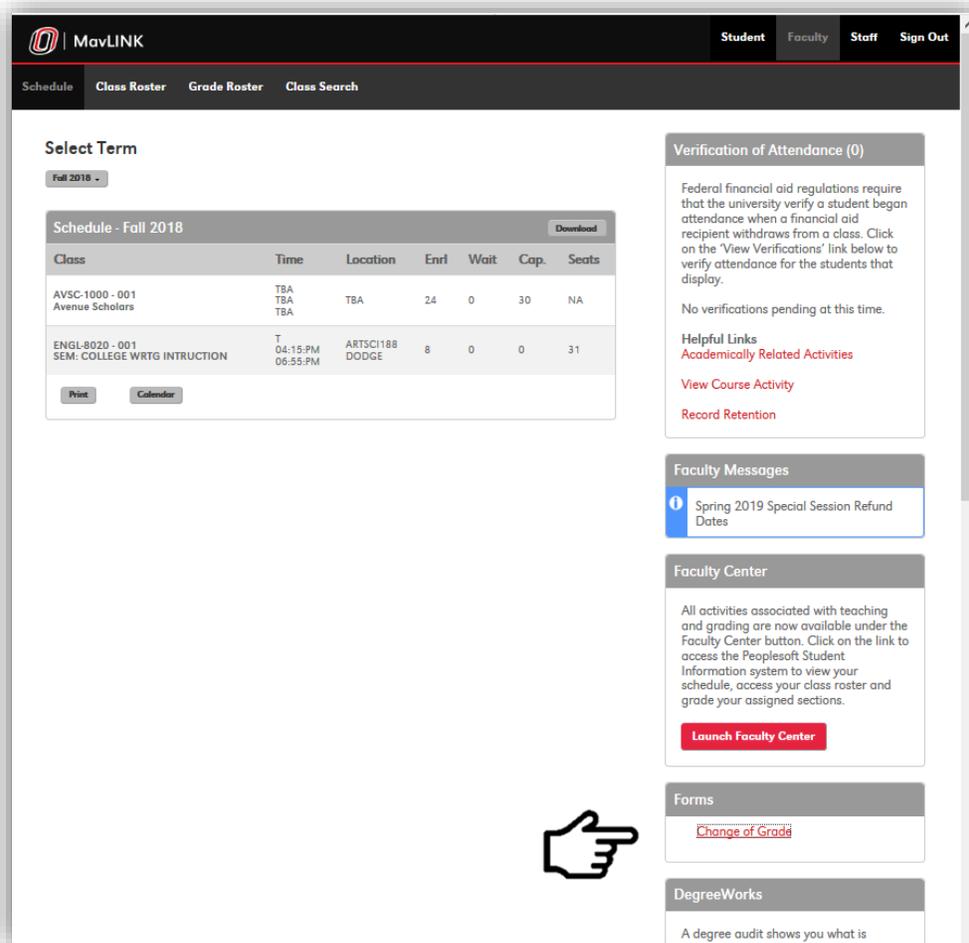


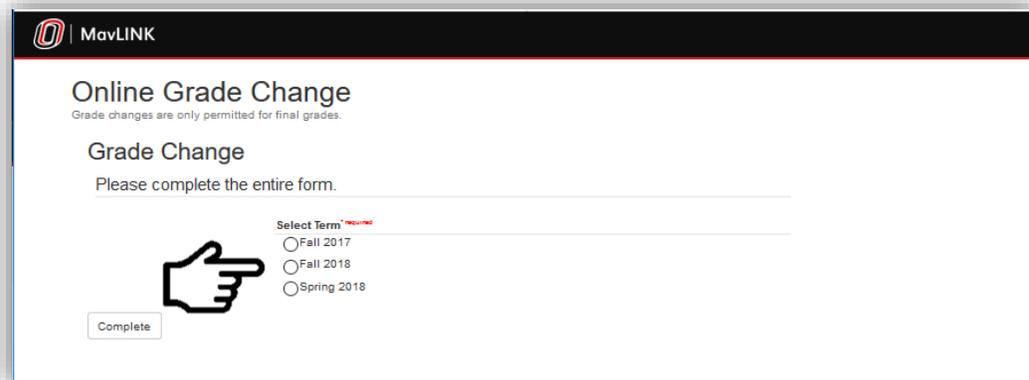
## HOW TO – Online Change of Grade Form

1. Log into MavLink
2. Click on the “Faculty” Tab
3. Under “Forms”, click “Change of Grade”



The screenshot shows the MavLINK Faculty interface. At the top, there are navigation tabs for 'Student', 'Faculty', 'Staff', and 'Sign Out'. Below this, there are sub-tabs for 'Schedule', 'Class Roster', 'Grade Roster', and 'Class Search'. The main content area is titled 'Select Term' and shows a dropdown menu for 'Fall 2018'. Below this is a table titled 'Schedule - Fall 2018' with columns for 'Class', 'Time', 'Location', 'Enrl', 'Wait', 'Cap.', and 'Seats'. The table lists two classes: 'AVSC-1000 - 001 Avenue Scholars' and 'ENGL-8020 - 001 SEM: COLLEGE WRITG INTRUCTION'. To the right of the table are buttons for 'Print' and 'Calendar'. On the right side of the interface, there are several sections: 'Verification of Attendance (0)', 'Faculty Messages' (with a message about Spring 2019 Special Session Refund Dates), 'Faculty Center' (with a 'Launch Faculty Center' button), 'Forms' (with a 'Change of Grade' link highlighted by a hand icon), and 'DegreeWorks'.

4. Select the term
  - a. NOTE: For grade changes prior to five years ago, please contact the Office of the University Registrar.



The screenshot shows the 'Online Grade Change' form. At the top, it says 'Online Grade Change' and 'Grade changes are only permitted for final grades.' Below this is the heading 'Grade Change' and the instruction 'Please complete the entire form.' There is a 'Complete' button at the bottom left. A hand icon points to the 'Select Term' section, which has three radio buttons: 'Fall 2017', 'Fall 2018', and 'Spring 2018'. The 'Fall 2018' radio button is selected.

5. Select the course

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades.

### Grade Change

Please complete the entire form.

**Select Term** <sup>\*required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** <sup>\*required</sup>

AVSC 1000 - 001  
 ENGL 8020 - 001



6. Select the student

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades.

### Grade Change

Please complete the entire form.

**Select Term** <sup>\*required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** <sup>\*required</sup>

AVSC 1000 - 001  
 ENGL 8020 - 001

**Select Student's Name** <sup>\*required</sup>



7. "Previous Grade" will be displayed - Select the "New Grade"

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades.

### Grade Change

Please complete the entire form.

**Select Term** <sup>required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** <sup>required</sup>

AVSC 1000 - 001  
 ENGL 8020 - 001

**Select Student's Name** <sup>required</sup> 12345678 Student Name

**Previous Grade** A

**New Grade**

Complete

8. Choose the reason for the change

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades. If the grade change is for a course completed 5 or more years ago, contact the Registrar's Office.

### Grade Change

Please complete the entire form.

**Select Term** <sup>required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** <sup>required</sup>

AVSC 1000 - 001  
 ENGL 8020 - 001  
 ENGL 8030 - 001

**Select Student's Name** <sup>required</sup> 12345678 Student Name

**Previous Grade** A

**New Grade** A+ ✓

**Reason:**

Grade Adjustment  
Instructor Error  
Late Grade Submission  
Removal of Incomplete  
Other

Complete

9. If you choose "Other", enter the reason in "Comments"

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades. If the grade change is for a course completed 5 or more years ago, contact the Registrar's Office.

### Grade Change

Please complete the entire form.

**Select Term** \*required

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** \*required

AVSC 1000 - 001  
 ENGL 8020 - 001  
 ENGL 8030 - 001

**Select Student's Name** \*required 12345678 Student Name

**Previous Grade** A

**New Grade** A+

**Reason:** \*required Other

Please select reason for the grade change

**Comments** \*required Enter reason here  
Maximum Number of Characters is 200

\*required The grade change submitted is accurate to the best of my knowledge

Complete

10. Check the box to confirm the change, and click "Complete"

**MavLINK**

## Online Grade Change

Grade changes are only permitted for final grades.

### Grade Change

Please complete the entire form.

**Select Term** \*required

Fall 2017  
 Fall 2018  
 Spring 2018

**Select Course** \*required

AVSC 1000 - 001  
 ENGL 8020 - 001

**Select Student's Name** \*required 12345678 Student Name

**Previous Grade** A

**New Grade** A+

**Reason:** \*required Other

Please select reason for the grade change

**Comments** \*required Enter reason here

\*required The grade change submitted is accurate to the best of my knowledge

Complete

11. The grade change has now been submitted for appropriate approval and processing

