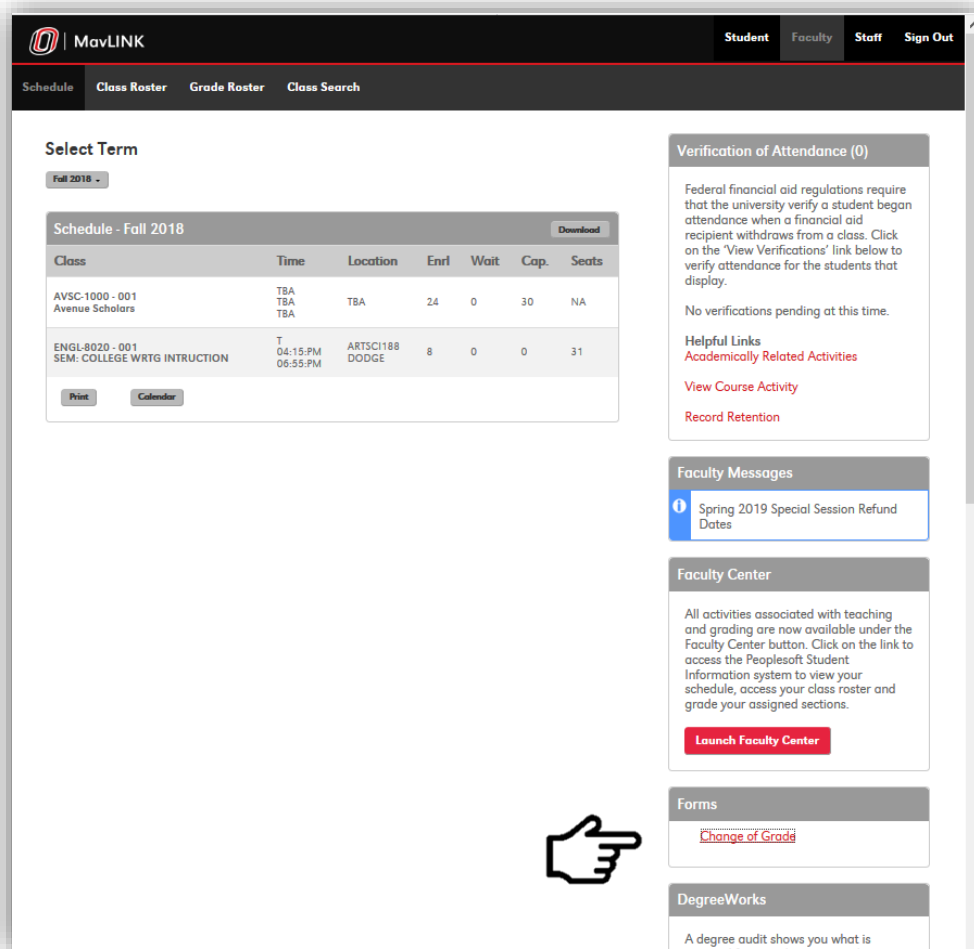


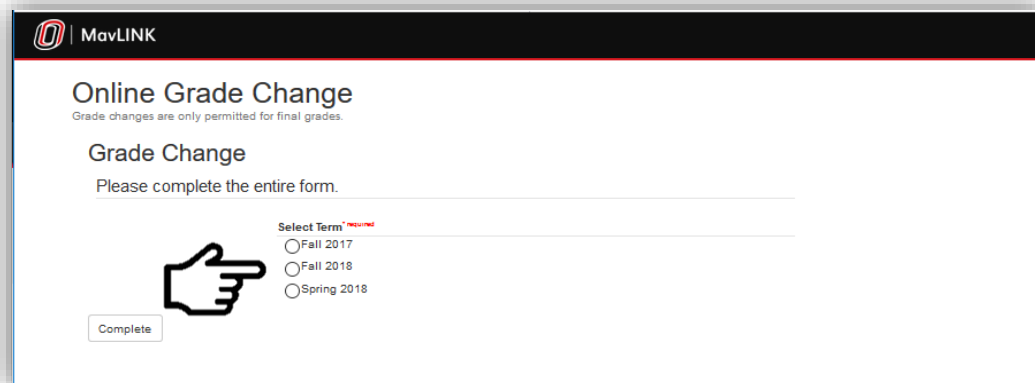
## HOW TO – Online Change of Grade Form

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 of classes for '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. 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

The screenshot shows the MavLINK Online Grade Change form. At the top left is the MavLINK logo. The main heading is "Online Grade Change" with a sub-note: "Grade changes are only permitted for final grades." Below this is the "Grade Change" section with the instruction "Please complete the entire form." The form contains two radio button options: "Select Term" with choices "Fall 2017", "Fall 2018" (selected), and "Spring 2018"; and "Select Course" with choices "AVSC 1000 - 001" and "ENGL 8020 - 001" (selected). A hand icon points to the "ENGL 8020 - 001" option. A "Complete" button is located at the bottom left.

6. Select the student

The screenshot shows the MavLINK Online Grade Change form. At the top left is the MavLINK logo. The main heading is "Online Grade Change" with a sub-note: "Grade changes are only permitted for final grades." Below this is the "Grade Change" section with the instruction "Please complete the entire form." The form contains three radio button options: "Select Term" with choices "Fall 2017", "Fall 2018" (selected), and "Spring 2018"; and "Select Course" with choices "AVSC 1000 - 001" and "ENGL 8020 - 001" (selected). Below these is a dropdown menu labeled "Select Student's Name" with a downward arrow icon. A hand icon points to the dropdown menu. A "Complete" button is located at the bottom left.

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 <sup>required</sup>

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 <sup>required</sup> A+

Reason: <sup>required</sup>

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** <sup>\*required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

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

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

12345678 Student Name

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

Previous Grade: A

**New Grade** <sup>\*required</sup>: A+

**Reason:** <sup>\*required</sup> Other ✓  
Please select reason for the grade change

**Comments** <sup>\*required</sup> Enter reason here  
Maximum Number of Characters is 200

<sup>\*required</sup> 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** <sup>\*required</sup>

Fall 2017  
 Fall 2018  
 Spring 2018

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

AVSC 1000 - 001  
 ENGL 8020 - 001

12345678 Student Name

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

Previous Grade: A

**New Grade** <sup>\*required</sup>: A+

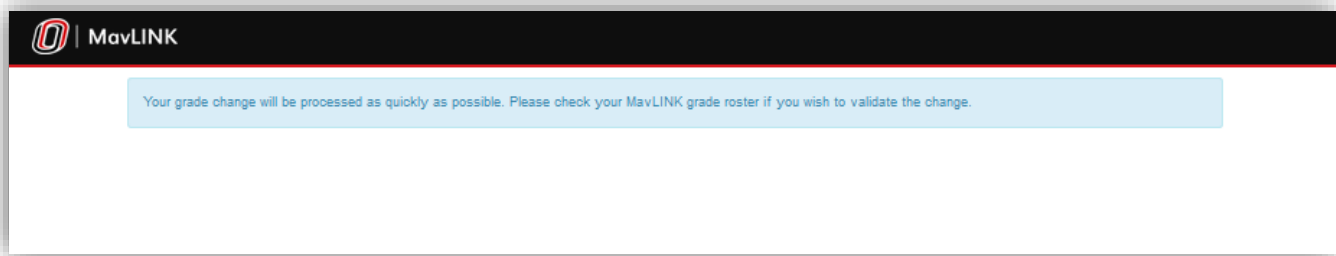
**Reason:** <sup>\*required</sup> Other ✓  
Please select reason for the grade change

**Comments** <sup>\*required</sup> Enter reason here ✓

<sup>\*required</sup> 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



The image shows a notification banner from MavLINK. It features a black header with the MavLINK logo and name on the left. Below the header, a light blue box contains the following text: "Your grade change will be processed as quickly as possible. Please check your MavLINK grade roster if you wish to validate the change."