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

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

6. Select the student
7. “Previous Grade” will be displayed - Select the “New Grade”

8. Choose the reason for the change
9. If you choose “Other”, enter the reason in “Comments”

10. Check the box to confirm the change, and click “Complete”
11. The grade change has now been submitted for appropriate approval and processing