Faculty members will submit Grade Change requests online and will no longer need to submit a paper Grade Change request.

Instructors should log into http://my.fiu.edu and use one of the following navigations:

1. Select the Faculty Center/My Schedule link which can be found within the Faculty Links box on the main page OR
2. Use the following navigation: Self Service > Faculty Center > Faculty Center/My Schedule.
Use the Change Term button to select the term in which the grade change is required. Select the appropriate term and then click Continue.
Once the term is selected, select the appropriate class under My Teaching Schedule by clicking on the Grade Roster icon. This will display the Grade Roster for the selected class. To start the grade change process, select Request Grade Change.
On this new page, select the Grade Change button for the appropriate student.

If the student has already graduated, the instructor will receive a pop-up message and will not be able to continue with the online grade change request.
If the student has not graduated, the Grade Change Request Form will open. Ensure that the correct student is listed.
Use the New Grade drop down menu to select the new grade.

Use the Reason Code drop down menu to select why the grade is being changed. If “Other” is selected as a reason or if the grade change request is for a grade given over one year ago, a description of the reason must be entered in the Comments box before submission is allowed. If it is necessary to upload an attachment, select Add Attachment in order to choose a file to upload.
After completing the Grade Change Request Form, select the **Submit** button at the bottom of the page.
An email is sent to the appropriate Dean in order to notify him/her that there is a Grade Change Request pending. The Instructor also receives a copy of the email.

Each email will indicate the pending or completed action in the subject line. The body of the email will **always** contain the course information and a link to view the status of the Grade Change Request. Click on the link to be directed to a view-only page of the Grade Change Request form. The Instructor will be able to see the comments provided by the Dean (if any) after a decision has been made.

```
Grade Change Decision Required – Request ID  8047302

Sent:  
To:  
Cc:  

Grade Change Decision Required – Request ID  8047302

This is an automatic notification. Do not respond to this email.

Student ID:

Student Name:

Request ID: 0008047302
Subject: BSC
Catalog: 1010L
Section: U01C
Class Nbr: 50235
Description: Gen Biology Lab I (Laboratory)
Instructor: Thomas Pitzer

[Click here](#) to review the Grade Change Request form for this student.
```

The Instructor will continue to receive emails about the status of the Grade Change Request until the final decision is made. The student will receive an email if the request is approved. **However, the student will not receive an email concerning a denied request.** The Instructor should take the steps necessary to follow-up on the denied request and contact the student himself if necessary.

If you have questions about this process, please seek guidance from your academic department first. If further direction is required, you may contact the Office of the Registrar.