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. Upon successful login, select the My Schedule tile

   ![My Messages](image)
   ![My Schedule](image)
   ![SPO Ts Results](image)
   ![Class Search](image)
   ![Course Catalog](image)
   ![Annual Doctoral Evals](image)

Use the Change Term button to select the term in which the grade change is required. Select the appropriate term and then click Continue.
Online Grade Change Process
Instructor

Enrollment Services

Faculty Center
My Schedule

Spring Term 2018 | Florida International Univ

Select display option: Show All Classes
Select display option: Show Enrolled Classes Only

My Teaching Schedule > Spring Term 2018 > Florida International Univ

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Online Eval Response Rate</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
<th>Grade Roster Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 4941-U91 (25145)</td>
<td>Internship (Internships)</td>
<td>2</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 6, 2018-Apr 21, 2018</td>
<td>Submitted</td>
</tr>
<tr>
<td>ARH 5940-U91 (25146)</td>
<td>Internship Exper (Internships)</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 6, 2018-Apr 21, 2018</td>
<td>Submitted</td>
</tr>
<tr>
<td>ARH 4312G-R3N (24585)</td>
<td>Advanced Drawing (Class Lecture)</td>
<td>50%</td>
<td>10</td>
<td>MoWe 5:00PM - 7:45PM</td>
<td>Ziff Education Bldg 190</td>
<td>Jan 6, 2018-Feb 28, 2018</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
Online Grade Change Process
Instructor

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.
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.