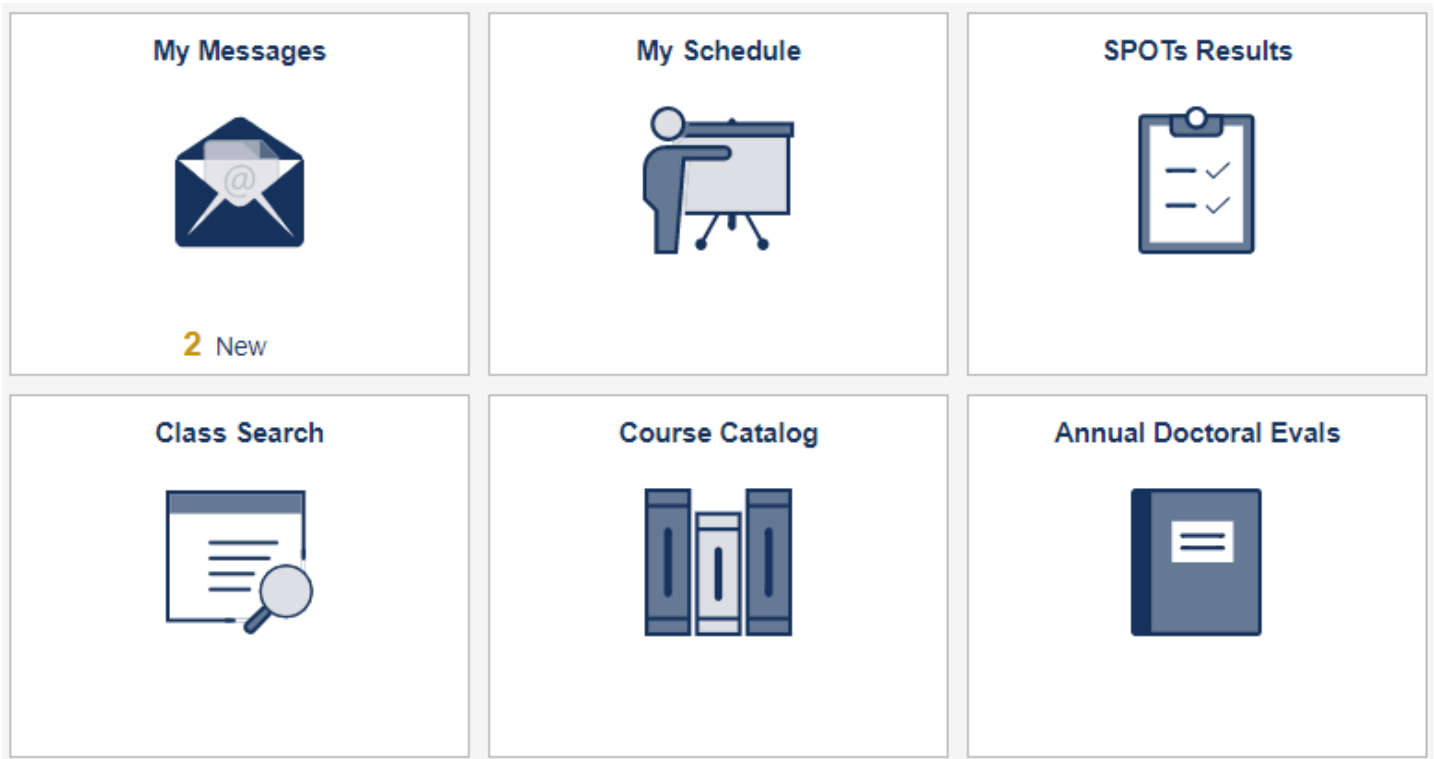


Faculty members will submit Grade Change requests online and will no longer need to submit a paper Grade Change request.

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

1. Upon successful login, select the My Schedule tile



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

Enrollment Services

Faculty Center
My Schedule

Spring Term 2018 | Florida International Univ

Change Term

[My Exam Schedule](#)

Select display option Select display option:

Show All Classes Show Enrolled Classes Only

[Icon Legend](#) [Class Roster](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Spring Term 2018 > Florida International Univ

1-6 of 6 View All									
		Class	Class Title	Online Eval Response Rate	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
		ARH 4941-U01 (25145)	Internship (Internships)		2	TBA	TBA	Jan 8, 2018-Apr 21, 2018	Submitted
		ARH 5940-U01 (25146)	Internship Exper (Internships)		1	TBA	TBA	Jan 8, 2018-Apr 21, 2018	Submitted
		ART 4312C-R3N (24895)	Advanced Drawing (Class Lecture)	50%	10	MoWe 5:00PM - 7:45PM	Ziff Education Bldg 160	Jan 8, 2018-Feb 28, 2018	Submitted

Faculty Center
Select Term

 [View FERPA Statement](#)

Continue

Select a term then select Continue.

	Term	
<input type="radio"/>	Fall Term 2019	Florida International Univ
<input type="radio"/>	Summer Term 2019	Florida International Univ
<input type="radio"/>	Spring Term 2019	Florida International Univ
<input type="radio"/>	Fall Term 2018	Florida International Univ
<input type="radio"/>	Summer Term 2018	Florida International Univ
<input type="radio"/>	Spring Term 2018	Florida International Univ
<input type="radio"/>	Fall Term 2017	Florida International Univ
<input type="radio"/>	Summer Term 2017	Florida International Univ
<input type="radio"/>	Spring Term 2017	Florida International Univ
<input type="radio"/>	Fall Term 2016	Florida International Univ
<input type="radio"/>	Summer Term 2016	Florida International Univ
<input type="radio"/>	Spring Term 2016	Florida International Univ
<input checked="" type="radio"/>	Fall Term 2015	Florida International Univ
<input type="radio"/>	Summer Term 2015	Florida International Univ
<input type="radio"/>	Spring Term 2015	Florida International Univ
<input type="radio"/>	Fall Term 2014	Florida International Univ

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.

Enrollment Services

[Icon Legend](#)
[Class Roster](#)
[Grade Roster](#)
[Learning Management](#)

My Teaching Schedule > Fall Term 2015 > Florida International Univ

Class	Class Title	Online Eval Response Rate	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
ARE 4316-U01 (87244)	Sp Tch Lb: Art K-6 (Class Lecture)		14	Tu 5:00PM - 9:05PM	Ziff Education Bldg 160	Aug 24, 2015- Dec 5, 2015	Submitted
ARE 4925-R3N (87522)	Wksp Art Ed (Other)	25%	12	WeFr 5:00PM - 9:05PM	Ziff Education Bldg 160	Aug 26, 2015- Oct 9, 2015	Submitted
ARE 5905-U01 (87375)	Direct Study Art Ed (Directed Individual Study)		1	TBA	TBA	Aug 24, 2015- Dec 5, 2015	Submitted

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Submitted

Posted

Request Grade Change

On this new page, select the Grade Change button for the appropriate student.

Select Term

Grade Change Request

Fall Term 2015 | Regular Academic Session | Florida International Univ | Undergraduate

▼ ARE 4316 - U01 (87244)
Special Teaching Laboratory: Art in Grades K-6 (Cis Lectur)

Days and Times	Room	Instructor	Dates
Tu 5:00PM-9:05PM	Ziff Education Bldg 160		08/24/2015 - 12/05/2015

ID	Name	Blind ID	Enrollment Status	Grading Basis	Official Grade	Grade Change
1			Enrolled	Graded	A	Grade Change
2			Enrolled	Administrative	DR	Grade Change
3			Enrolled	Graded	A	Grade Change
4			Enrolled	Graded	A	Grade Change
5			Enrolled	Graded	B-	Grade Change
6			Enrolled	Undergraduate Exception	DR	Grade Change
7			Enrolled	Undergraduate Exception	A	Grade Change
8			Enrolled	Graded	A	Grade Change
9			Enrolled	Graded	A	Grade Change

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.

Online Grade Change (25010,452)

Records indicate that this student has graduated from PROGRAM (UGCAA), in 1178. Unable to process change of grade. Please contact Office of the Registrar.

OK

If the student has not graduated, the Grade Change Request Form will open. Ensure that the correct student is listed.

Grade Roster
Grade Change Request

Spring Term 2018 | Regular Academic Session | Florida International Univ | Undergraduate


▼ CGS 2060 - UHA (19589)
Introduction to Microcomputers (CIs Lectur)

Days and Times	Room	Instructor	Dates
Tu 9:30AM-10:45AM	Student Acad Success Cntr 160		01/08/2018 - 04/21/2018

	ID	Name	Enrollment Status	Grading Basis	Official Grade	New Grade
1			Enrolled	Graded	D	▼

*Reason Code Academic Group

Comments



[Add Attachment](#)

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.

Enrollment Services

Spring Term 2018 | Regular Academic Session | Florida International Univ | Undergraduate

▼ CGS 2060 - UHA (19589)
Introduction to Microcomputers (Clis Lectur)

Days and Times	Room	Instructor	Dates
Tu 9:30AM-10:45AM	Student Acad Success Cntr 160		01/08/2018 - 04/21/2018

ID	Name	Enrollment Status	Grading Basis	Official Grade	New Grade
1		Enrolled	Graded	D	

*Reason Code

Academic Group

College of Engineering & Co

Comments

- A
- A-
- B
- B+
- B-
- C
- C+
- D
- F
- F0
- IN

*Reason Code

Academic Group







College of Engineering & Comp

Comments

After completing the Grade Change Request Form, select the Submit button at the bottom of the page.

Add Attachment

▼ File Attachments

 	  1-1 of 1   View All
Attachments	Audit
FileName	
Detach Attachment	

Cancel

Submit

[Return to Grade Roster](#)

Grade change submitted for approval - Request ID: 0014102303

[OK](#)

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.