

Online Grade Change Faculty Tip Sheet

Requesting a grade change

1. Login to CAESAR using your NetID and password.
Note: If your default view in CAESAR is the Student Center, you will first need to select the Faculty Center from the "Main Menu" dropdown.
2. Click on the grade roster icon  for the class that contains the grade you want changed. You may need to change the term by clicking the change term button if the class you are looking for is from a previous term.
3. Find the row with the grade you wish to have changed and click the arrow icon at the end of the row on the right side. This will bring you to the Grade Change Request page.

2	2594205	Rosewater, Eliot	S	S	Biene School of Music - Wind & Percussion Instruments	Freshman	⇒
3	2600121	Trout, Kilgore	U	S	Biene School of Music - Wind & Percussion Instruments	Freshman	⇒
4	2585174	Karabekian, Rabo	S	S	Biene School of Music - Voice & Opera	Freshman	⇒
5	2597244	Pilgrim, Billy	S	S	Biene School of Music - German/Voice & Opera	Freshman	⇒
6	2615661	Slazinger, Paul	S	S	Biene School of Music - Wind & Percussion	Freshman	⇒

4. Select the appropriate reason from the "Grade Change Reason" dropdown.
5. Select a new grade from the "New Grade Input" dropdown.
6. Include any comments as you see fit in the "Requestor's Comment:" box.
7. Click the "Submit to Dean's Office" button. This completes your request.

Northwestern University
CAESAR DVB

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Grade Change Request

Student Empl ID: 2587762 **Name:** Trout, Kilgore

Term: 2011 Winter

Career: Undergraduate

Program: Biene School of Music **Level:** Freshman

Course Career: Undergraduate

Class: MUSIC 101-2 **Section:** 20 **Lecture** **Class Nbr:** 25699

Title: Theory Skills Testing **Grd Scheme:** SC1 **Grd Basis:** Sat/Unsat

Request Grade Change Find First 1 of 1 Last

'Grade Change Reason:

Grade Change Decision:

Official Grade: U **'New Grade Input:** **Priority:** 2-Medium

Requestor's Comment:

Requested By:

[Return To Grade Roster](#)

Note that the dean and the student will receive separate emails notifying them of your grade change request. The emails will not indicate specific grade values.