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.

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.

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.