

Faculty Online Grade Change Instructions

On-line grade changes can only be made up until the **seventh week** following the term the grade was originally assigned. All other grade changes require individual Grade Change forms, one for each student, through the Office of the Registrar. (Please note for Unit changes only faculty will need to fill out a hard copy Grade Change form for the student.)

For On-line Grade Changes:

Login to the **Cal Poly Portal** and your **Faculty Center**

Select **Change Term** if necessary

Select the **Term** in which a grade is to be changed and select **Continue**.

Select **Show all Classes** to view your courses during the term chosen.

Select the **Grade Roster** icon beside the roster you want to open.

Select **Request a Grade Change** link.

You will be taken to the screen where you will then be able to change the student's grade.

Identify the **Student / Grade** being changed.

Select the **New Grade** from the drop down list and enter the **Date Work Completed** and select **Submit**. (Please note that this should be the date that the student completed all necessary coursework requirements. This date is important for the students Degree processing.)

A **Success** message will appear after the system successfully processes the Grade Change.

REMINDER: You must remember to update the Incomplete Contract by clicking on the [Update](#) link.

Verify Grade Change for accuracy by selecting Return to Grade Roster link.

NOTE: The IMPORT GRADES link at the bottom of the Grade Roster is only active during regular grade submittal.

When closing out of your sessions in the Faculty Center and the Portal, please do not use the **X** in the upper, right-hand corner, instead use the **Sign out** or **Logout** functions.

Close this window by clicking on **Sign out** in the upper, right-hand corner. To exit the Faculty Center, select **Logout**, in the top, right-hand corner. To leave the Portal, select **Logout**, in the top, right-hand corner.

If you have questions or need additional assistance, please contact the Office of the Registrar, by telephone (805) 756-2532 or via email at records@calpoly.edu.