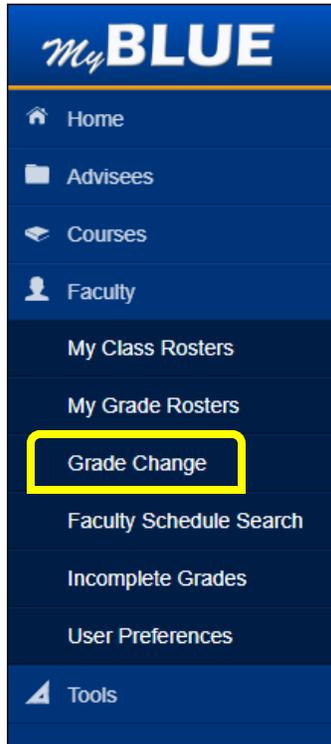
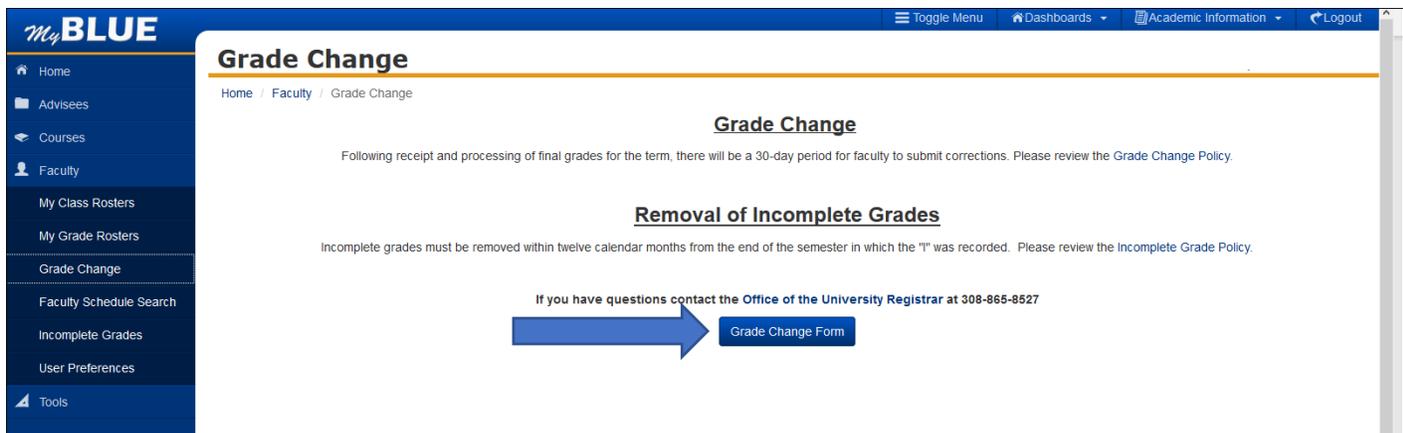


How to submit an online Change of Grade Form

- 1.) Log into MyBLUE
- 2.) Click on the “Faculty” Tab in left hand menu
- 3.) Select “Grade Change”



- 4.) To begin the form select “Grade Change Form.”



5.) Select the term

a. NOTE: For grade changes more than 30 days past the term end date, please contact the Office of the University Registrar.

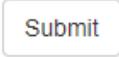
MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

- Fall 2018
- Spring 2019
- Summer 2019





6.) Select Course

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

- Fall 2018
- Spring 2019

Select course * required

- PE 310 - 01
- PE 475 - 01
- PE 475H - 01





7.) Select the Student

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

Fall 2018
 Spring 2019

Select course * required

PE 310 - 01
 PE 475 - 01
 PE 475H - 01

Select Student's Name * required

Submit



8.) "Previous Grade" will be displayed – Select the "New Grade."

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

Fall 2018
 Spring 2019

Select course * required

PE 310 - 01
 PE 475 - 01
 PE 475H - 01

Select Student's Name * required

Previous Grade

New Grade * required

Submit



9.) Choose the reason for the change

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

Fall 2018
 Spring 2019

Select course * required

PE 310 - 01
 PE 475 - 01
 PE 475H - 01

Select Student's Name * required

Previous Grade: B

New Grade * required: A+ ✓

Reason * required

Removal of Incomplete
Grade Adjustment
Instructor Error
Other

Submit



10.) If you choose "Other," enter the reason in "Comments."

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

Fall 2018
 Spring 2019

Select course * required

PE 310 - 01
 PE 475 - 01
 PE 475H - 01

Select Student's Name * required

Previous Grade: B

New Grade * required: A+

Reason * required: Other ✓
Please select reason for the grade change.

Comments * required: Enter reason here ✓
Maximum Number of Characters 200

* required The grade change submitted is accurate to the best of my knowledge.

Submit

11.) Check the box to confirm the change, and click “Submit.”

MyBLUE

Grade Change/Removal of Incomplete

Please complete the entire form.

Select Term * required

Fall 2018
 Spring 2019

Select course * required

PE 310 - 01
 PE 475 - 01
 PE 475H - 01

Select Student's Name * required

Previous Grade B

New Grade * required A+

Reason * required Other ✓

Please select reason for the grade change.

Comments * required Enter reason here ✓

Maximum Number of Characters 200

* required The grade change submitted is accurate to the best of my knowledge.

Submit

12.) The grade change has now been submitted. Select “Submit a new Grade Change” to process another form. If finished close the window.

MyBLUE

Your grade change has been submitted to the Office of the University Registrar. You will be notified once it has been processed.

[Submit a new Grade Change](#)