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.

6.) Select Course
7.) Select the Student

8.) “Previous Grade” will be displayed – Select the “New Grade.”
9.) Choose the reason for the change

10.) If you choose “Other,” enter the reason in “Comments.”
11.) Check the box to confirm the change, and click “Submit.”

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