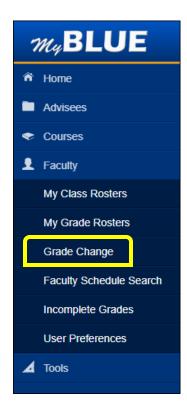
How to submit an online Change of Grade Form

- 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."

MyBLUE	
	Grade Change
Advisees	Home / Faculty / Grade Change
 Courses 	Grade Change
👤 Faculty	Following receipt and processing of final grades for the term, there will be a 30-day period for faculty to submit corrections. Please review the Grade Change Policy.
My Class Rosters	Removal of Incomplete Grades
My Grade Rosters	Incomplete grades must be removed within twelve calendar months from the end of the semester in which the "" was recorded. Please review the Incomplete Grade Policy.
Grade Change	
Faculty Schedule Search	If you have questions contact the Office of the University Registrar at 308-865-8527
Incomplete Grades	Grade Change Form
User Preferences	,
🖌 Tools	

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.

<i>my</i> BLUE	
Grade Change	Removal of Incomplete
Please complete the e	ntire form.
	Select Term ^{* required}
	Fall 2018
	Spring 2019
	Summer 2019
Submit	

6.) Select Course

m _y BLUE
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
Submit

7.) Select the Student

MyBLUE	
Grade Change/	Removal of Incomplete
ereae errangen	
Please complete the ent	ire form.
	Select Term ^{* required}
	Fall 2018
	Spring 2019
~	Select course [*] required
	PE 310 - 01
	PE 475 - 01
	PE 475H - 01
* required	
Select Student's Name	Ŧ
Submit	

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

<i>m</i> ₄ BLUE		
Grade Change/F	Removal of Incomplete	
Please complete the ent	tire form.	
	Select Term ^{* required}	
	Fall 2018	
	Spring 2019	
	Select course ^{* required}	
	PE 310 - 01	
	PE 475 - 01	
	PE 475H - 01	
*required Select Student's Name	✓ •	
Previous Grade	В	
* required New Grade		
Submit		

9.) Choose the reason for the change

m ₄ BLUE		
Grade Change/I	Removal of Incomplete	
Please complete the ent	ire form.	
	Select Term ^{*1920141}	
	Fall 2018	
	Spring 2019	
	Select course "source	
	PE 310 - 01	
	PE 475 - 01	
	PE 475H - 01	
Select Student's Name		•
Previous Grade	В	
New Grade	A+	* *
Reason		•
	Removal of Incomplete Grade Adjustment Instructor Error Other	
Submit		

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

My BLUE	
Grade Change/F	Removal of Incomplete
erelete erreligen	
Please complete the ent	ire form.
	Select Term ^{* required}
	Fall 2018
	Spring 2019
	Select course" required
	PE 310 - 01
	PE 475 - 01
	PE 475H - 01
*required Select Student's Name	•
Previous Grade	В
required New Grade	A+ •
*required Reason	Other 🗸 🗸
	Please select reason for the grade change.
* required	
Comments	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."

My BLUE	
Grade Change/	Removal of Incomplete
Please complete the en	tire form.
	Select Term ^{* required}
	Fall 2018
	Spring 2019
	Select course ^{* required}
	PE 310 - 01
	PE 475 - 01
	PE 475H - 01
*required Select Student's Name	•
Previous Grade	В
*required New Grade	A+ •
* required	
Reason	Other 🗸 🗸
	Please select reason for the grade change.
* required	Enter reason here
Comments	Maximum Number of Characters 200
	 required The grade change submitted is accurate to the best of my knowledge.
	The grade change submitted is decurate 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.

тyВ	LUE
	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