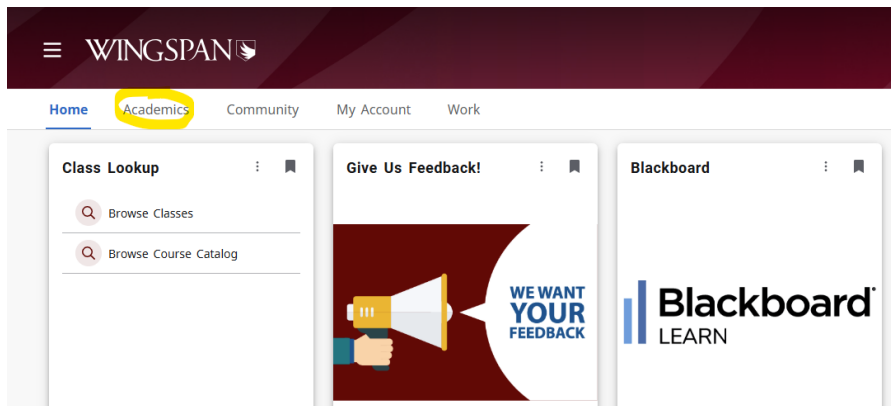
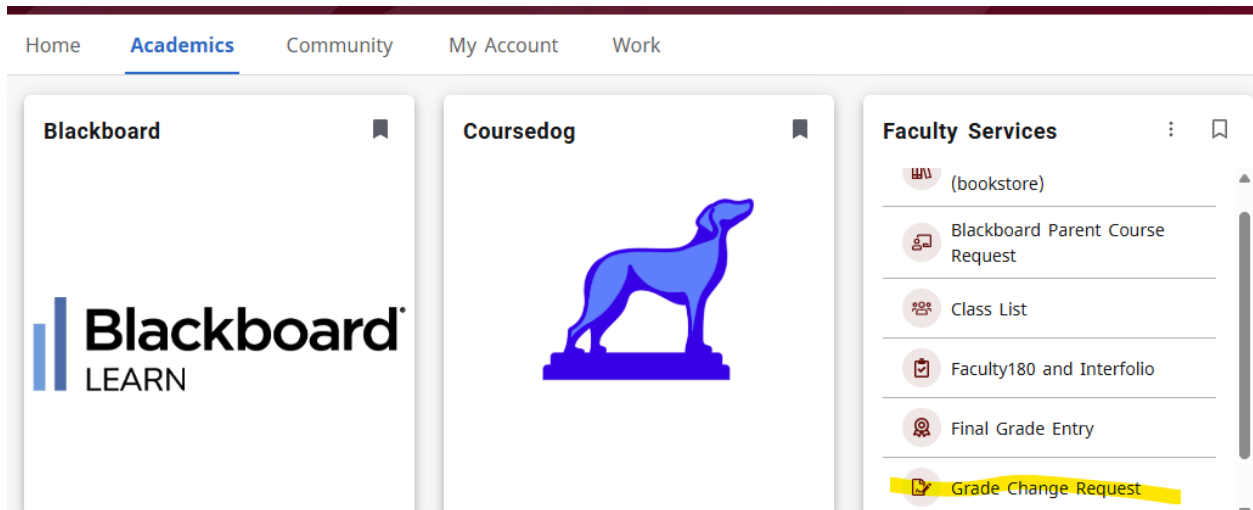


Online Grade Changes

From the Wingspan homepage, click on Academics



Go to the Faculty Services tile, and select Grade Change Request



Select the Term and click Submit:

Home Personal Information Faculty Services

Select Term

Select a Term:

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Select a Course.

[Home](#) [Personal Information](#) [Faculty Services](#) [Employee Detail](#) [Finance](#)

Request Grade Change

Some instructions could go here...

Term
Summer 2015

Choose a course
ENGL311 001: Sherlock Holmes--Fict and Film, 30211
ENGL620 001: Sherlock Holmes--Fict and Film, 30432

Choose a course

Term	Crn	Course	Title	Hours
201550	30432	ENGL620 001	Sherlock Holmes--Fict and Film 3	

Student
Choose a student

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Select a student from the drop-down box.

Select a grade and a reason for the change, add a comment (required), then click Request.

Student
W [redacted] co

Grade From C- **Grade To** C+

Choose a reason
Academic Dishonesty
Completed Work
Deadline extention
Did not Complete Work
Entry Error
Instructor Co
Instructor Recalculation
Re-Calculated

Comments
Maximum of 250 characters

Request

Note: Faculty Cannot Change N Grades:

Instructor will receive a message that the change has been submitted.

✓ The request has been submitted

Instructors will also receive an email that the grade change has been submitted.