INTRODUCTION

Online grade changes can be submitted through the My Schedule screen in your portal Faculty Center. **Note:** The change access is **not** on the grade roster!

**Other Notes:**

- A current browser should be used. A list of compatible browsers can be found at: [http://www.csun.edu/sites/default/files/browsers.pdf](http://www.csun.edu/sites/default/files/browsers.pdf)
- Pop-up blockers should be disabled. Some warnings or errors appear as “pop-up” windows so make sure to disable your browser’s pop-up blockers or risk not being able to see them as they appear.
- Grade changes submitted within one term since the original grade was assigned require Department Chair approval. (With the exception of "I" grades - they do not require Chair approval if changed within two terms since the original term.)
- Grades changes submitted more than one term since the original grade was assigned require Associate Dean approval.
- There will be a one week blackout period for grade changes at the end of each term.

**Accessing the Faculty Center**

1. Go to: [http://www.csun.edu](http://www.csun.edu)
2. Select **CSUN PORTAL** from the **MyCSUN** drop-down list.
3. Enter your username and password.
4. Select the **Login** button.

Figure 1 – CSUN Portal Login
5. Select the **Faculty Center** shortcut in the **Top Tools** section of the right side pane.

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**Figure 2 – Faculty Center Link**

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**Changing Grades**

The **Faculty Center - My Schedule** page displays.

1. Verify that you are looking at the correct term. If not, select the **Change Term** button at the top of the page to select the correct term.

2. Select the **Req. Grade Change** button next to the course you want to work with.

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**Figure 3 – My Schedule Page: Request Grade Change button:**
3. The Grade Change Roster displays (Figure 4).

Figure 4 – Grade Change Roster

Online Grade Change Request

Sprong Semester 2020 | CSU Northridge

"Requests for grade changes can be made only for classes with posted grades and for students who have not received their degrees. Requests to change grades that have been excluded from the calculation of the GPA due to the application of the Grade Forgiveness Policy cannot be submitted electronically.

Note that you may not request to change grades that appear in red. Please contact the Registrar's Office if you have any questions."

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Official Grade</th>
<th>Grade Change Request Status</th>
<th>Grade To</th>
<th>Change Code</th>
<th>Date Work Completed</th>
<th>Add Comments</th>
<th>Reset</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>UB</td>
<td>SRC</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td></td>
<td>Add Comments</td>
<td>Reset</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>UB</td>
<td>SRC</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td></td>
<td>Add Comments</td>
<td>Reset</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>UB</td>
<td>SRC</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td></td>
<td>Add Comments</td>
<td>Reset</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>UB</td>
<td>SRC</td>
<td>v</td>
<td>v</td>
<td>v</td>
<td></td>
<td>Add Comments</td>
<td>Reset</td>
</tr>
</tbody>
</table>

4. In the Change Grade To field, select the appropriate grade from the drop down menu.

5. In the Reason Code field – select the appropriate choice from the drop down menu:

- Calculation Error - An error was made in the calculation of the original grade.
- Entry Error - An incorrect grade was entered by mistake.
- Grade Appeal - Change is the result of a formal or informal grade appeal.
- Incomplete Removal - Changing an Incomplete to a final grade once the student has completed the work for the course.

Notes:

- When changing a grade to an 'F', 'WU' or 'I' a last attended date must be entered. This date must be within the start and end dates of the original term.
- When changing an 'I' grade to a permanent grade, a work completed date must be entered. This date must be after the end date of the original term.
6. When finished entering changes on the roster, click the Submit button. The submission confirmation message will display.

Figure 5 – Grade Change Roster

Online Grade Change Request

Spring Semester 2020 | CSU Northridge

“Requests for grade changes can be made only for classes with posted grades and for students who have not received their degrees. Requests to change grades that have been excluded from the calculation of the GPA due to the application of the Grade Forgiveness Policy cannot be submitted electronically.

Note that you may not request to change grades that appear in red. Please contact the Registrar’s Office if you have any questions.”

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Official Grade</th>
<th>Grade Change Roster Status</th>
<th>Grading Scheme</th>
<th>Grading Basis</th>
<th>Change Grade To</th>
<th>Reason Code</th>
<th>Date Work Completed (Date Last Attended)</th>
<th>Add Comments</th>
<th>Reset</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td></td>
<td>UG</td>
<td>SHD</td>
<td>A</td>
<td></td>
<td>Calculation Error</td>
<td>V</td>
<td>Add Comments</td>
<td>Reset</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td></td>
<td>UG</td>
<td>SHD</td>
<td>C</td>
<td></td>
<td>Entry Error</td>
<td>V</td>
<td>Add Comments</td>
<td>Reset</td>
<td></td>
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<tr>
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<td>A</td>
<td></td>
<td>UG</td>
<td>SHD</td>
<td>F</td>
<td></td>
<td>Grade Appeal</td>
<td>V</td>
<td>Add Comments</td>
<td>Reset</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B</td>
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</tbody>
</table>

Figure 6 – Change Request Confirmation Message

Reviewing Submitted Changes

The View Grade Change Request button, at the bottom of the My Schedule page, is used to view the status of grade change requests.

Grade Change Request List

Approval Status

Approved

Online Grade Change - Submit (1/3/2003)
Grade Change request submitted.
7. Once the grade change request has received the final approval the change will be made in the student’s record immediately and notification emails will be sent to both the student and the requesting faculty member.

**Approving Grade Change Requests - Department Chairs and Associate Deans**

When a faculty member submits a grade change request it will automatically be routed to the appropriate approver and the approver will receive a notification email. The following steps detail how to review and approve or deny grade change requests.

**Accessing the Grade Change Review Screen**

1. Go to: [http://www.csun.edu](http://www.csun.edu)
2. Select CSUN PORTAL from the MyCSUN drop-down list.
3. Enter your username and password.
4. Select the Login button.

Figure 1 – CSUN Portal Login

5. From the Student Admin drop-down menu, select SOLAR Student.

Figure 2 – SOLAR Student
6. Select **CSUN SA**, then select **Use** under the **Colleges and Departments** menu.

![Figure 4 – CSUN SA Link](image1)

![Figure 5 – Colleges and Departments Menu](image2)

7. Select **Grade Change Request**.

![Figure 6 – Grade Change Request Link](image3)

**Reviewing Submitted Changes**

8. The Grade Change Request List displays.

9. Click the **Review** button to work with a particular request.

![Figure 6 – Grade Change Request List](image4)

**Note:** The list can be filtered by Approval Status and Term.
8. Enter any comments desired and click the **Approve** or **Deny** button.

**Figure 7 – Grade Change Review**

<table>
<thead>
<tr>
<th>Grade Change Request</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Student Name</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

**Note:** Comments are required for any denials.

9. Once an action has been taken on the request the Approval Status updates. Select the Review Next button to move to the next request on your list.

**Figure 8 – Grade Change Review**

**Notes:**
- Once the final approval for a request has been made the change is made immediately on the student's record and email notices are sent to both the student and requesting faculty member.
- If a request is denied an email is sent only to the requesting faculty member.

**NEED HELP?**
Contact the IT Help Center by phone (818-677-1400), online at ([http://techsupport.csun.edu](http://techsupport.csun.edu)) or in person in (Oviatt Library, First Floor, Learning Commons).