

# Grade Change

Begin by logging into SIS at [case.edu/sis](https://case.edu/sis) with your CWRU Network ID and password.

1. From **Faculty Home**, click the **My Schedule & Rosters** tile. This will present the **My Schedule** page.

Alternatively, from the **NavBar**, select Menu > Faculty & Advising > My Schedule & Rosters.

**Note:** To see a past or future term, click the **Change Term** button. See **Teaching Schedule** on the [SIS Resources](#) page for more information.

2. Locate the class containing the grade that needs to be changed and click the **Grade Roster** icon that is to the immediate left of the class.
3. The **Grade Roster** screen appears.
4. Click the **Request Grade Change** button.
5. Click the **Request Grade Change** link to the immediate right of the grade needing to be changed.  
If you have already submitted a grade change for this student, select the **Additional Grade Change** link to the right of the grade needing to be changed.
6. Select the appropriate new grade from the **Change Grade** dropdown.
7. Select the appropriate **Reason** from the dropdown.
8. Enter a **Justification** for the change.
9. To return later and submit the request for approval or to make additional changes, click **Save as Draft**.  
Once you have selected **Save as Draft**, information will appear identifying who made the change, as well as the date and time stamp.  
Click the **Return** button to return to the **Grade Roster**.
10. To submit the request for approval, click the **Save & Submit for Approval** button. This will start the approval process.  
Click the **Return** button to return to the **Grade Roster**.

This completes the process of changing a grade.