REFERENCE GUIDE
Grade Change Request Form

Accessing Banner Faculty Grade Entry

NOTE: Only the Instructor of record may submit a grade change.

1. Open a browser:
   NOTE: The following browsers should be used:
   - Windows –
     - Internet Explorer 9.0, 10.0 and 11.0
     - Firefox – any version
   - Mac –
     - Safari – version 5.1 or higher

2. Select the https://forms.oakland.edu/ link to open the UTS forms page.

3. Go to the G section and select REG – Grade Change Request

4. Log in using your NetID (same as email login)
1. Enter the student’s Grizzly ID# - Student information will auto populate.

   **Student (to be completed by Instructor of Record)**

   Enter the Grizzly ID of the student for which this grade change is requested

<table>
<thead>
<tr>
<th>Grizzly ID</th>
<th>Last Name</th>
<th>MI</th>
<th>Legal First Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Preferred Name

2. Enter the CRN –
   - Ensure Term populates correctly.
   - Course information will auto populate.

   **Course**

   Enter the CRN (and Term, if different than most recent) for which this grade change is requested

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Subject</th>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Term is YEARXX, Fall is 40, Winter is 10, Summer is 30, for example Fall is 201840

3. Enter the New Grade.
   - NOTE: Original grade will auto populate.

   **Grade Information**

   Please use capital letters for grading starting Fall 2018.

   Current Grade

   New Grade

   - If the New Grade is an "I", “U” or an “F” you must enter the Last Date of Attendance.
     - Click on the Calendar Icon
     - Select the correct date from the calendar or enter the date (mm-dd-yyyy).
4. Select a reason from the drop-down box.

Acceptable reasons for requesting a grade change. Please select one:

- NOTE: If you select “Other” as a reason you must complete the “rationale” box.

A rationale for the grade change is required if Other was selected in the pull-down menu.

5. Select Next Page.

Submitting Grade Change Request Form

NOTE: Read instructor information at top of form for additional information concerning routing.

1. Enter email for routing:
   - If you need approval please locate on the Committee on Instruction Representatives list.
   - Changing “I” grades to letter grades do not need approval. Route form to grdchg@oakland.edu.
   - Select Submit
2. After selecting Submit a confirmation pop will appear:

![Confirmation Pop-up]

3. You will receive a confirmation email with a link attached to view the status of the form.

Questions, please contact the Office of the Registrar at grdchg@oakland.edu.