

ONLINE GRADE CHANGE REQUEST

The online grade change request form replaces the hard-copy Grade Change Form. It is designed for grade change requests that fall within designated timelines and do not require the approval of the Associate Provost. Grade change requests cannot be made using this method when:

- the student has received a Cal Poly Pomona degree and the desired grade change is in the enrollment period of the degree that has been granted
- the grade has been excluded from the student’s GPA as a result of an approved grade forgiveness petition
- * the grade has been converted from an Incomplete grade to an “IC”, or from an RP or RD grade to an “NC”
- the grade is from more than eight quarters in the past

*Instructors who wish to change expired grades (i.e., RD/RP that converted into NC grades; I’s that converted into IC grades) must send a written request to the Associate Provost. Approved requests will be processed by the Registrar’s Office.

Instructions:

Requests for grade changes can be submitted online only for the past eight quarters from the current term. If you did not teach during a quarter, that quarter will not be displayed on the page. Note: The screen shows a dynamic message.

1. In BroncoDirect, navigate to Instructor Self Services > Learning Management > *Grade Change Request*
2. Select the term of the class where you wish to change a grade and click *Continue*.

Online Grade Change Request

The online grade change system is for enrollment beginning Winter Quarter 2012. If you wish to make a change to student grades from terms prior to Winter Quarter 2012, please contact the Registrar's Office.

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Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Spring Quarter 2013	Cal Poly Pomona
<input type="radio"/> Winter Quarter 2013	Cal Poly Pomona
<input type="radio"/> Fall Quarter 2012	Cal Poly Pomona
<input type="radio"/> Spring Quarter 2012	Cal Poly Pomona
<input type="radio"/> Winter Quarter 2012	Cal Poly Pomona

[CONTINUE](#)

3. Access the grade roster of the class where the grade you wish to change is located by clicking the *Select* button. Grade rosters are available for selection only for classes with posted grades.

Online Grade Change Request

Winter Quarter 2013 | Cal Poly Pomona [change term](#)

Online requests for grade changes can be made only for classes with posted student grades and for students who have not received their degrees. Click the Select button to access the grade roster that contains the student's grade that you wish to change.

Enrolled Classes > Winter Quarter 2013 > Cal Poly Pomona

Class #	Subject	Catalog Number	Section	Description	Enrolled	Days & Times	Location	Class Dates	Select
13820	BIO	518L	01	Biotechnology Skills Lab I (Laboratory)	6	TBA	TBA	Jan 7, 2013-Mar 15, 2013	Select
13819	GBA	575	01	Proj Mgmt for Biotech Industry (Lecture)	6	TBA	TBA	Jan 7, 2013-Mar 15, 2013	Select

- For each student receiving a new grade, select the new grade from the drop down list or by entering the grade directly on the *Change Grade To* field. For each request, click  and select the reason for the change. You must indicate a reason code for each request. You may use the *Add Comments* field to provide an explanation for your request. Click *Submit* to complete your transaction.

Winter Quarter 2013 | Cal Poly Pomona change term

BIO 518L - Biotechnology Skills Lab I - Section 01 change class

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 bold. Contact the Registrar's Office if you have any questions.

Legend: **A** Grade eligible for online grade change **W** Grade not eligible for online grade change

Bronco #	Last Name	First Name	Current Official Grade	Change Grade To	Reason Code	Reason Description	Add Comments
1 00	A'		A				Add Comments
2 00	Ba	N	I	A-	CP	Coursework for Inc Completed	Add Comments
3 007	I	I	A				Add Comments

Search Results

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Action Reason	Description
CA	Clerical Error-Academic
CP	Coursework for Inc Completed
RC	Re-Calculated

- Upon submitting your request, a new screen will appear showing all your pending grade change requests. You may cancel any request you submitted in error on this page.

Online Grade Change Request

Your pending grade change request will be processed by the Registrar's Office within 3 business days. You will receive an email notification once your request has been processed.

Bronco #	Last Name	First Name	Term	Subject	Catalog	Current Official Grade	Grade Change To	Request Date/Time	Request Status	Cancel
1 00	Ba	M	W 2013	BIO	518L	I	A-	10/25/2013 12:46PM	Pending	Cancel
2 00	P	J	F 2011	CS	572	A-	C+	10/01/2013 1:53PM	Pending	Cancel
3 00	3 P	Jr	F 2011	CS	572	A-	B+	10/01/2013 1:50PM	Pending	Cancel

submit new requests