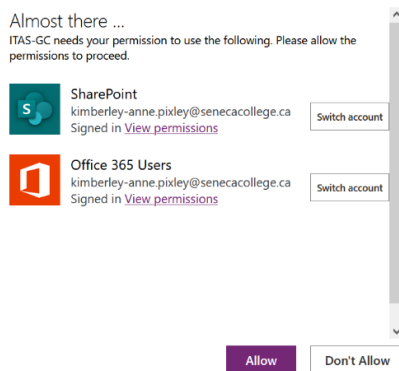


INSTRUCTIONS FOR SUBMITTING GRADE CHANGES

- Please launch your browser in **incognito mode (private window)**.
- Click here [INSTRUCTIONS FOR SUBMITTING GRADE CHANGES \(sharepoint.com\)](#) to access the Grade Change Form for the School of Information Technology Administration & Security (ITAS)
- Click on “Allow” to continue:



- Once you click on the above link, please fill in **all** the details:

- Make sure the following information is inputted correctly for your grade change to be approved by the Chair and Registration; any error will lead to rejection of the grade change, and you will have to fill out the grade change form again:
 - student name and student number
 - the **letter** grade, both current and revised
 - the reason for the grade change
- Click **SUBMIT** to send the grade change for approval.
- You will receive a confirmation email when your grade change has been processed.
- If the grade change is rejected, you will receive an email stating the reason for the rejection. Please make the required corrections and submit the grade change form again.