



VANDERBILT UNIVERSITY  
Office of the UNIVERSITY REGISTRAR

## **YES User Guide**

### *Grade Change*

Grade Change is an online tool that can be utilized to update grades once they have been submitted.

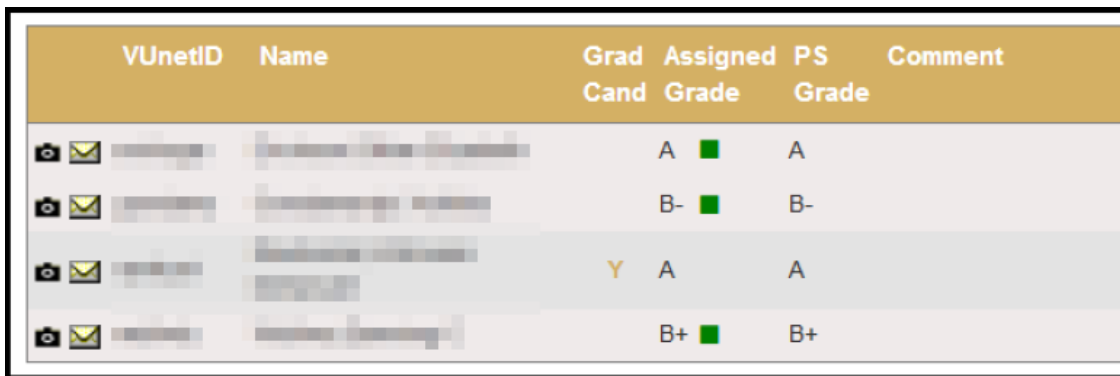
### **Contents**












Changing a Grade .....	2
------------------------	---

## Changing a Grade

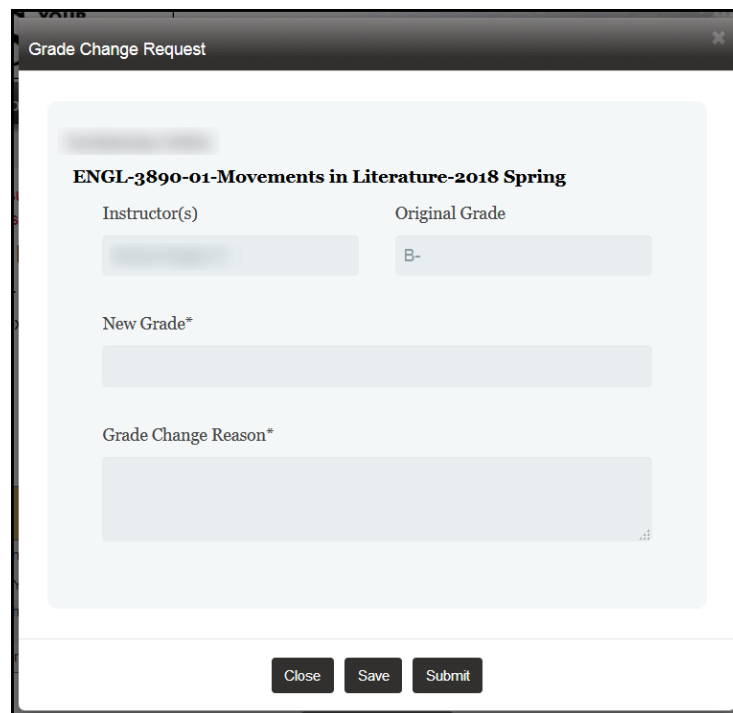
Once a grade has been submitted, you will be able to change the grade in the Online Grading application for up to 13 months after the original submission. This option will not be available for students who have graduated or students who are in their final term. You will need to use the paper grade change form in these cases.

1. Log into the original grade roster.
2. If a grade can be changed, a green box will appear next to the grade.



VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Comment
 	[Redacted]		A 	A	
 	[Redacted]		B- 	B-	
 	[Redacted]	Y	A	A	
 	[Redacted]		B+ 	B+	

3. Click on the green box to open the Grade Change Request.



Grade Change Request

**ENGL-3890-01-Movements in Literature-2018 Spring**

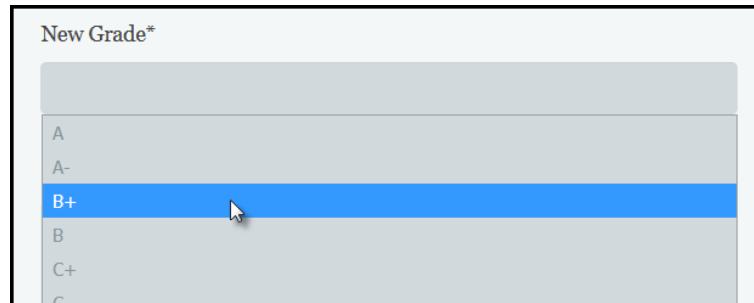
Instructor(s)

Original Grade

New Grade\*

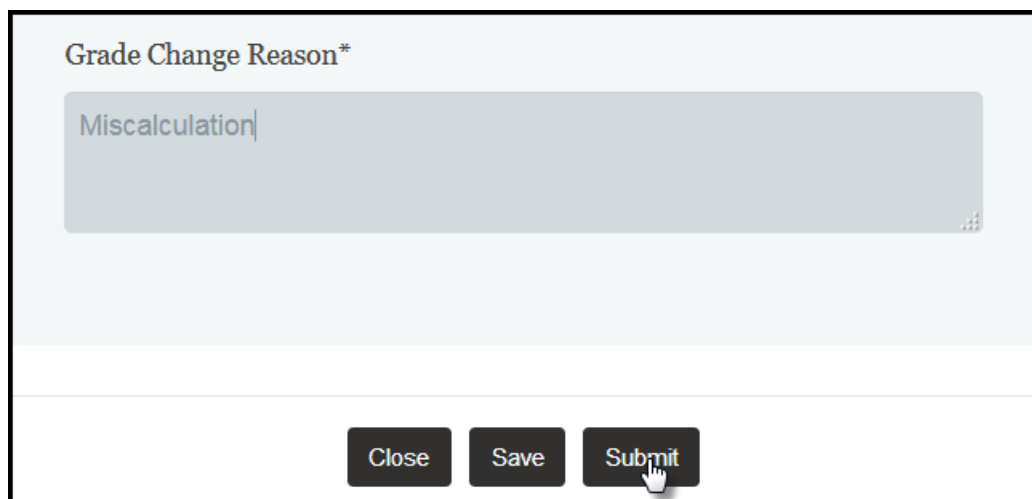
Grade Change Reason\*

4. Select a new grade from the drop-down menu.



A screenshot of a web form titled "New Grade\*". Below the title is a dropdown menu with a list of grade options: A, A-, B+, B, C+, and C. The "B+" option is highlighted in blue, and a mouse cursor is pointing at it.

5. Enter the reason for the request and click submit.



A screenshot of a web form titled "Grade Change Reason\*". Below the title is a text input field containing the word "Miscalculation". At the bottom of the form are three buttons: "Close", "Save", and "Submit". The "Submit" button is highlighted with a mouse cursor.

6. The request will be forwarded to your school's Dean's Office for review and approval. You will be notified if the change has been denied. Otherwise, the updated grade will appear in Online Grading once it has been approved and the student will receive a notification.
7. Once a change has been submitted, it can no longer be changed in Online Grading. You will need to use the paper grade change form.

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.