YES User Guide

Grade Change

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

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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.

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<table>
<thead>
<tr>
<th>VUnetID</th>
<th>Name</th>
<th>Grad</th>
<th>Assigned</th>
<th>PS</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>enricksge</td>
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<td>ravikvi</td>
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<td>Y</td>
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<td>wellivdc</td>
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<td>B+</td>
<td>B+</td>
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</tr>
</tbody>
</table>
```

3. Click on the green box to open the Grade Change Request.
4. Select a new grade from the drop-down menu.

![Image of a dropdown menu with grades]

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

![Image of a text box for entering reasons]

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.

![Image of a table showing grades]
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 or 615-343-4306 if you have questions or need additional assistance.