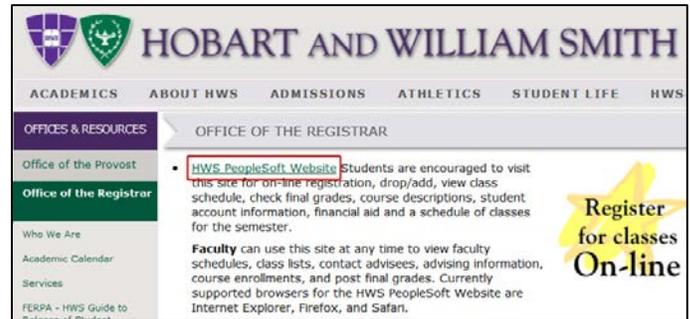


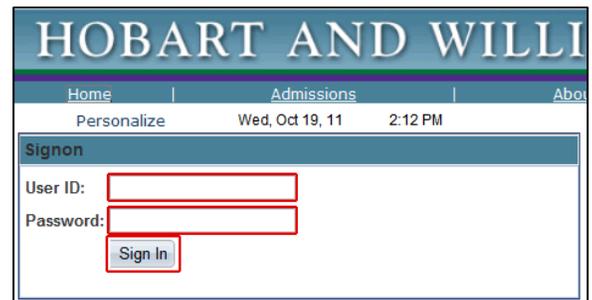
Campus Solutions Requesting a Grade Change

To request a change to a posted grade:

1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. Click on **Self Service**



4. Click on **Faculty Center**



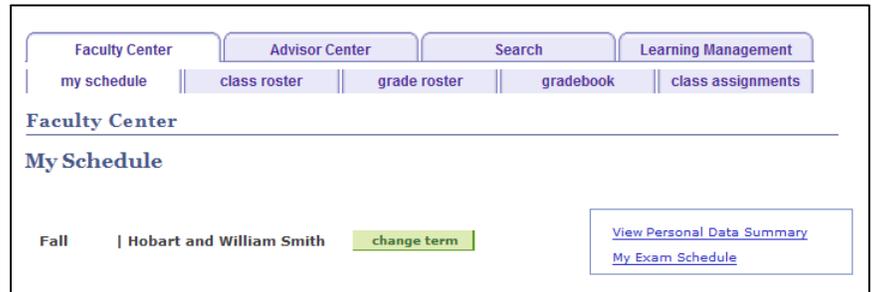
5. Click on **My Schedule**



Campus Solutions

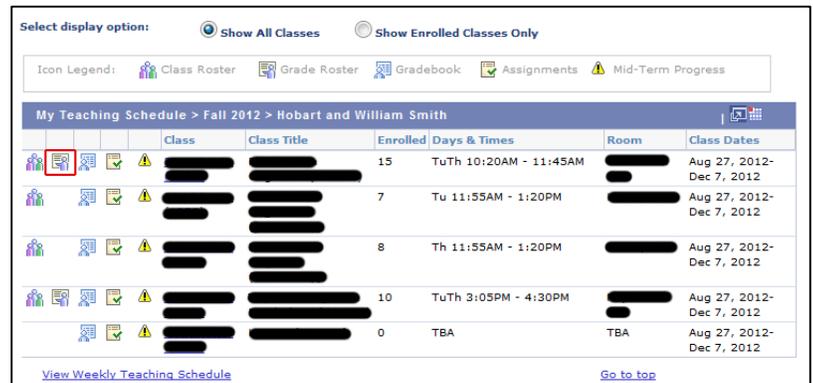
Requesting a Grade Change

- Be sure you are viewing the **current term** (change the term, if necessary)

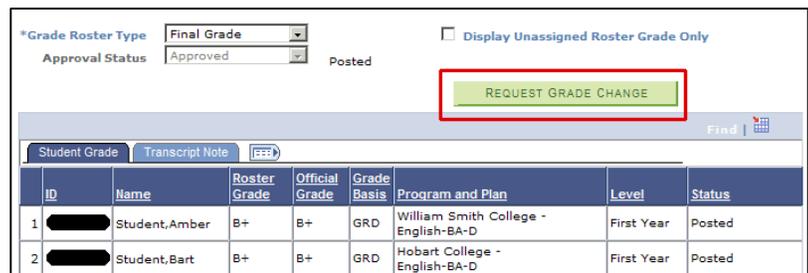


- On the class where the grade changes will be made, click the **Grade Roster** button

The official (posted) grade for each student is displayed.

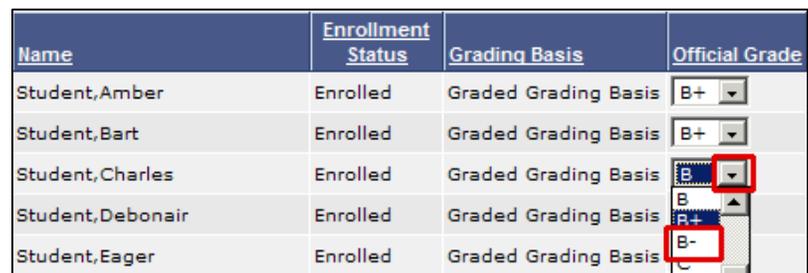


- Click the **Request Grade Change** button

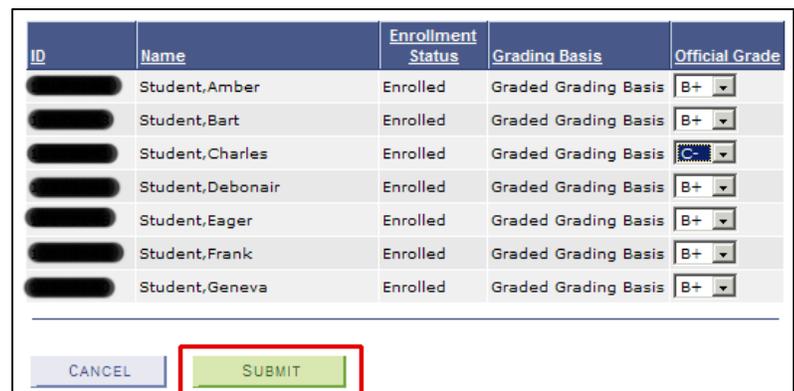


- In the Official Grade column, next to the grade to be changed, use the dropdown menu to change the **grade**

Grades may be changed for multiple students.



- When all grades are correct, click **Submit**



Campus Solutions

Requesting a Grade Change

A Success message is displayed next to each changed grade.

11. Click the **Cancel** button to return to the Grade Roster

The changed grade is reflected in the Official Grade column.

ID	Name	Enrollment Status	Grading Basis	Official Grade	
[REDACTED]	Student,Amber	Enrolled	Graded Grading Basis	B+ ▾	
[REDACTED]	Student,Bart	Enrolled	Graded Grading Basis	B+ ▾	
[REDACTED]	Student,Charles	Enrolled	Graded Grading Basis	C- ▾	Success
[REDACTED]	Student,Debonair	Enrolled	Graded Grading Basis	B+ ▾	
[REDACTED]	Student,Eager	Enrolled	Graded Grading Basis	B+ ▾	
[REDACTED]	Student,Frank	Enrolled	Graded Grading Basis	B+ ▾	
[REDACTED]	Student,Geneva	Enrolled	Graded Grading Basis	B+ ▾	