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
6. Be sure you are viewing the current term (change the term, if necessary)

7. On the class where the grade changes will be made, click the Grade Roster button

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

8. Click the Request Grade Change button

9. 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.

10. When all grades are correct, click Submit
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.