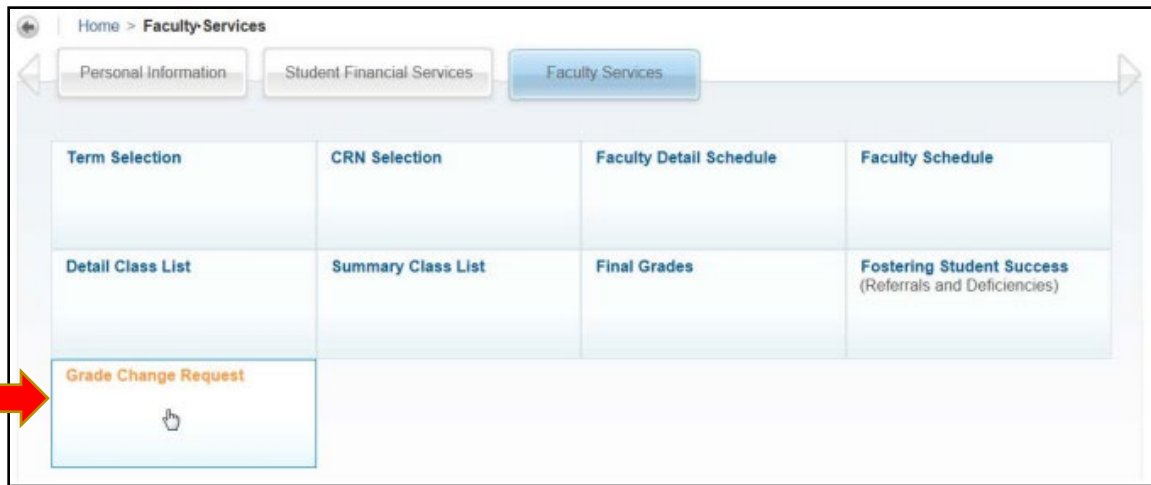


Electronic Grade Changes- Faculty

- If the grade you are changing is more than a year old, skip to [FAQ #1](#).
- If you are a graduate student, skip to [FAQ #2](#).

All other grade changes, proceed using the steps below:

From BearWeb Faculty Services:



General Instructions:

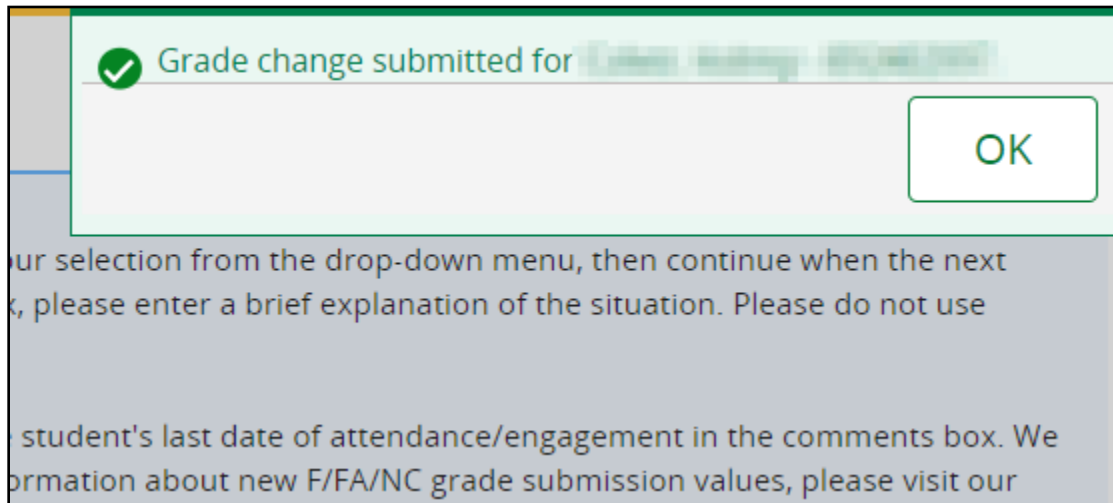
For each of the items that will appear below, please make your selection from the drop-down menu, then continue when the next field is populated. If you are prompted with a comments box, please enter a brief explanation of the situation. Please do not use quotation marks in the comments area.

The screenshot shows the 'Submit Revised Grade' form. It contains the following fields and options:

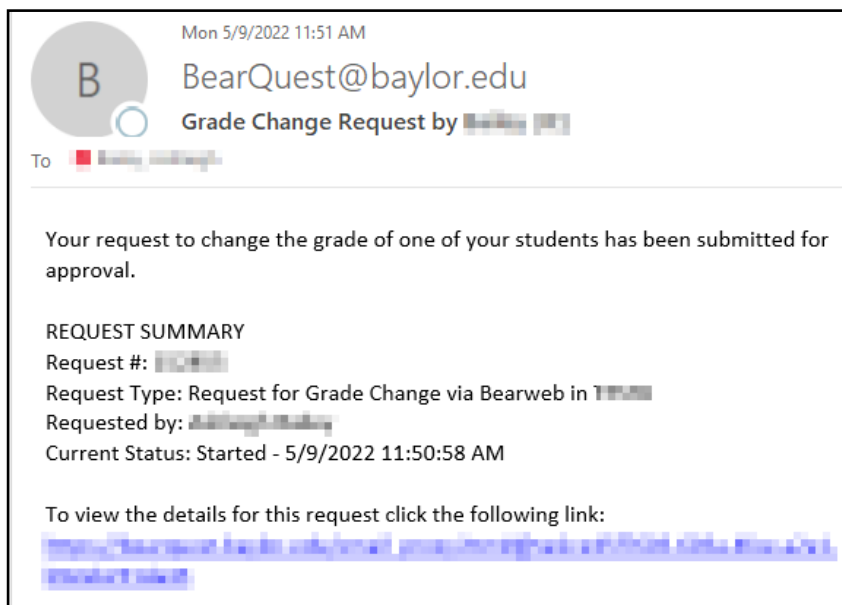
- Term: * Fall 2021 (dropdown menu)
- Course: * PSC 3304 01 (dropdown menu)
- Student: * [Redacted] (dropdown menu)
- The current grade for this student is: A-
- Revised grade: * B (dropdown menu)
- Reason: * Instructor Correction (dropdown menu)
- Reason comment: [Text area]
- Submit Revised Grade (green button)
- Reset (green button)

If submitting a grade of **FSA**, **FASA**, or **NCSA**, please enter the student's last date of attendance/engagement in the comments box. We cannot process your request without this date. For more information about the new F/FA/NC grade submission values, please visit our [Grading Resources](#) Page.

After submission of the grade change request, you will receive on-screen confirmation:

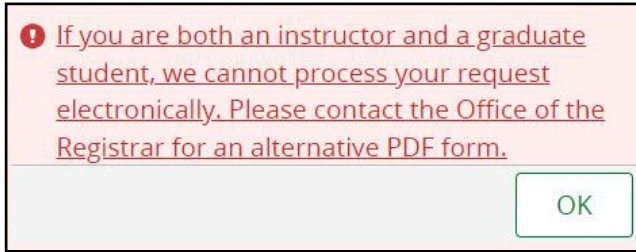


You will also receive a confirmation email that includes a BearQuest link to monitor the progress of the grade change:



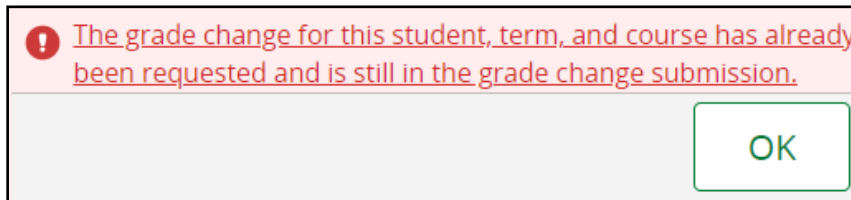
FAQs

1. What do I do if the grade I am changing is more than a year old?
Contact registrar@baylor.edu for a grade change form. (Please note the above reason in your email.)
2. I am a graduate student teacher-of-record and received an error message when trying to submit a grade change. What are my next steps?



Contact registrar@baylor.edu for a grade change form. (Please note the above reason in your email.)

3. I received a message stating that a grade change has already been submitted for the student/course. What do I do next?



Search your email for the original Grade Change Request confirmation email and use the link to view the status of the request in BearQuest. If needed, you may wish to check in with your chair/dean on the status of the request. If you have additional questions or concerns, contact registrar@baylor.edu.