



Grade Changes

1. Go to **purchase.edu/faculty-and-staff/**
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Class List with Pictures**. Grade changes can now be made here
6. Navigate to the term the student took your course.

7. Select the course the student was in.
8. Scroll down to the student's row, and click the **Change** button in the **Grade Change** column for that student.

Degree / Major	Grade	Grade Change
		Change

9. Choose the student's corrected grade using the (1) **New Grade** drop-down menu. Chose the (2) **Reason for the change** in the menu below it. If the deadline for changes has passed, you must include (3) an **explanation** for the lateness, or add any additional information*. (4) Click **Save**.

Only the original grade will appear on your **Final Grades** list, but the changed grade, if approved, will show on the student's **Final Grades** menu and appear in their DPR the next day.

** If the course ended **six months ago** or more, or if a grade of **incomplete** has passed the **deadline** and rolled to an 'F' **additional information** must be submitted for the change to be considered. Grade changes in both of these situations are against college policy, so any **extenuating circumstances** must be documented.*