



Grade Changes

1. Go to www.purchase.edu/faculty-and-staff/
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**.
5. Under Additional Resources, select Grade Change

The screenshot shows the my Heliotrope interface. At the top, there is a navigation bar with a hamburger menu icon and the my Heliotrope logo. Below the navigation bar, there are several tabs: Home, Faculty Services (which is selected and underlined), Financial Aid, Housing and Meal Plans, New Students, and Personal Information. The main content area is divided into two columns. The left column is titled 'Faculty Services' and contains a list of links: Advisee Listing/Student Profiles, Catalog, Class List, Course Search, Degree Progress Report, and Faculty Detail Schedule. The right column is titled 'Additional Resources' and contains a list of links: Accomodate, Class List with Pictures, Grade Change (which is circled in red), Grant Credit Overload, Senior Project Portal, Starfish, User Guides, and Waiver and Substitution.

6. Select the applicable term from the dropdown menu.
7. Select the course by clicking the course title.

View Pending Grade Change Requests

Pick Term:

Spring 2025

Listed below are the courses you are teaching for **Spring 2025 (202460)**
To view the students enrolled in a class, click on the title.

- **Beginning Italian II**
Course Number: **ITA1020** - CRN: **60768**
- **Beginning Italian I**
Course Number: **ITA1010** - CRN: **64546**
- **Independent Study**
Course Number: **ITA2997** - CRN: **64936**
- **Tutorial**
Course Number: **ITA2996** - CRN: **67430**

8. Find the student whose grade is changing on the class roster. Click the **Change** button in the **Grade Change** column for that student.



Grade Changes

Degree / Major	Grade	Grade Change
		Change

- Choose the student's corrected grade using the (1) **New Grade** dropdown menu. Chose the (2) **Reason for the change of grade** from the dropdown 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 **Submit**.

Student Name: _____

Spring 2018: Course Title & CRN _____

Current Grade: C

New Grade: (1)

Reason for change of grade: (2)

Additional Information. If after the deadline, provide explanation for lateness.

(3)

Submit (4)

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.*