



Oregon Institute of Technology

DUAL CREDIT GRADE CHANGE INSTRUCTIONS

Oregon's Polytechnic University

Entering Grade Changes

1. Navigate to the grade change screen [HERE](#).
2. Select the appropriate term
3. Select your CRN
4. Click **"Execute Report"**.

The screenshot shows a web application interface for entering grade changes. At the top, there are tabs for 'Registration & Course Info' and 'Student Grades'. Below these is a breadcrumb trail: 'Student Reporting > Student Grades > Grade Change > Grade Change Request'. A timestamp '(Data as of 01-04-2026 09:00:09 PM)' is visible on the right. The main form area has three input fields: 'Term' with a dropdown menu showing '202501 (Fall 2025)', 'CRN' with a dropdown menu showing '145 (HIST 201 - US History)', and 'Student ID' with an empty text box. To the right of these fields are two buttons: 'Clear Filter Options' and 'Execute Report'. At the bottom left, there is a 'Page Notes' section.

Entering Grade Changes [cont.]

1. Enter the new grade for each student.
2. Select **"Z Grade Replacement"** as the reason.
3. Select **"Reg Office"** as the approver.
4. Click the **"Save"** icon button.

The screenshot displays the 'Grade Change Request' web application. The interface includes a navigation bar with options like 'Filter Options', 'Pinned Reports', 'Report Results', 'Advanced Options', and 'Administration'. Below the navigation bar, there's a section for 'Term = 202501 (Fall 2025)' and 'CRN = 10001 (MATH 465 - Mathematical Statistics)'. The main area contains a table with the following columns: 'e Title', 'Student ID', 'Student Name', 'Program Desc', 'Level', 'Grade Assigned', 'New Grade', 'Reason', 'Comment', 'Approver', 'Status', 'Status Set By', and 'Status'. The 'New Grade' and 'Reason' columns are highlighted with red circles. The 'Approver' dropdown menu is open, showing 'Reg Office' as the selected option, also highlighted with a red circle. The 'Save' icon button is highlighted with a red circle.