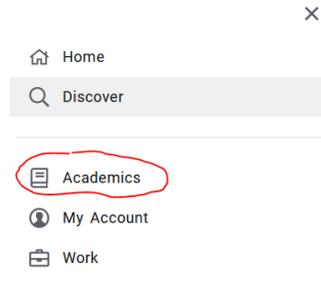


Instructions for Completing the Online Grade Change Form

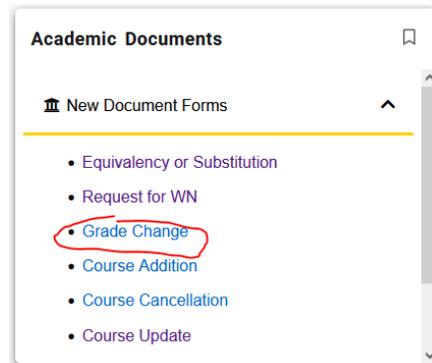
1. Navigate to OneTech
2. Click the hamburger menu on the top left corner.



3. Click "Academics" on the left hand menu.



4. Locate the "Academic Documents" card. And open the "New Document Forms" tab. Select "Grade Change."



5. Complete form with required* fields. The greyed-out fields are validated from your entry and/or our student information system. Please allow a couple of moments for the fields to validate. Click "submit" when all fields are populated.

Notes: The form will next be sent to the department head for approval. Once the department head approves it will be sent to Academic Affairs. **The student will be able to see this form and the status of the form in their portal.** Please keep that in mind when populating your rationale.