







# Online Grade Change Faculty Tip Sheet

## Requesting a grade change

1. Login to CAESAR using your NetID and password.  
*Note: If your default view in CAESAR is the Student Center, you will first need to select the Faculty Center from the "Main Menu" dropdown.*
2. Click on the grade roster icon  for the class that contains the grade you want changed. You may need to change the term by clicking the **change term** button if the class you are looking for is from a previous term.
3. Find the row with the grade you wish to have changed and click the arrow icon at the end of the row on the right side. This will bring you to the Grade Change Request page.

2	2594205	<a href="#">Rosewater, Eliot</a>	S	S	Biene School of Music - Wind & Percussion Instruments	Freshman	
3	2600121	<a href="#">Trout, Kilgore</a>	U	S	Biene School of Music - Wind & Percussion Instruments	Freshman	
4	2585174	<a href="#">Karabekian, Rabo</a>	S	S	Biene School of Music - Voice & Opera	Freshman	
5	2597244	<a href="#">Pilgrim, Billy</a>	S	S	Biene School of Music - German/Voice & Opera	Freshman	
6	2615661	<a href="#">Slazinger, Paul</a>	S	S	Biene School of Music - Wind & Percussion Instruments	Freshman	

4. Select the appropriate reason from the "Grade Change Reason" dropdown.
5. Select a new grade from the "New Grade Input" dropdown.
6. Include any comments as you see fit in the "Requestor's Comment:" box.
7. Click the "Submit to Dean's Office" button. This completes your request.

Northwestern University  
**CAESAR** DVB  
Favorites Main Menu

### Grade Change Request

Student Empl ID: 2587762      Name: Trout, Kilgore  
Term: 2011 Winter  
Career: Undergraduate  
Program: Biene School of Music      Level: Freshman

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Course Career: Undergraduate  
Class: MUSIC 101-2      Section: 20      Lecture      Class Nbr: 25699  
Title: Theory Skills Testing      Grd Scheme SC1      Grd Basis Sat/Unsat

**Request Grade Change** Find First 1 of 1 Last

'Grade Change Reason:

Grade Change Decision:  
Official Grade: U      'New Grade Input:       Priority: 2-Medium

Requestor's Comment:

Requested By:

[Return To Grade Roster](#)

Note that the dean and the student will receive separate emails notifying them of your grade change request. The emails will not indicate specific grade values.