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# Overview

The Registrar’s Office now offers an online grade change form through LOUIE. The initiation and approvals are all completed online through LOUIE.

# Tutorial

To access the grade change form, you will want to log into your LOUIE account. From the Home (LOUIE) page click on Manager/Department Dashboard.

Logo, company name

Description automatically generated

Click on Registrar’s Office Forms. This will take you to the landing page for all Academic Unit Forms available

From here you will click on “add”:

A picture containing graphical user interface

Description automatically generated

Select the term a grade change needs to be processed for:

Graphical user interface, text, application, email

Description automatically generated

Select or enter the course number that needs the grade change:

Graphical user interface, text, application, email

Description automatically generated

Select or enter the student’s information:

Graphical user interface, application

Description automatically generated

Next, you will need to select, and provide a reason, if applicable, for the grade change:

Word

Description automatically generated with low confidence

Lastly, you will need to provide the new grade and click submit:

Graphical user interface, text, application, email

Description automatically generated

Once you submit the grade change form, an email will be sent to the Chair and Dean requesting their approvals. After the approvals are obtained the grade change form will be forwarded to the Registrar’s Office for processing.

A picture containing chart

Description automatically generated

Click “update” and then “search” to make edits after the form has been submitted and before it has been processed by the Registrar’s Office:

Graphical user interface, application

Description automatically generated

Choose the grade change form you need to update. Once the changes are made you will want to click “submit” again. If you are needing to withdraw the grade change form, you will want to click “withdraw”.

Graphical user interface, text, application

Description automatically generated

**For Chair and Dean’s** approvals you will receive the email below:

Graphical user interface, text, application, email

Description automatically generated

Click on the link or log into LOUIE to access the Registrar’s Office Forms. Once there click “evaluate”. Change of grade forms that require your approval will be in blue towards the bottom. Click on the link to evaluate and approve the grade change form.

Graphical user interface, application

Description automatically generated

Chairs and Deans will have the option to “deny”, “recycle”, or “approve” the grade change form:

Graphical user interface, text, application, chat or text message

Description automatically generated

# Reference

If assistance is needed, you can contact the Grading area at Registrar.Grades@nau.edu.