1. Ensure you have spoken to your advisor about the request for grade modification. They will initiate the request on your behalf.

   After they submit the request, you will receive an email with a link to log in and submit your approval.

2. Using the link from the email, you can immediately approve, or you will need to wait 24 hours and then the Grade Modification Request tile will appear in MyGateway for you to submit your request.

**MY FAVORITES**

**Grade Modification Request**

Approve a grade modification request submitted by your adviser.
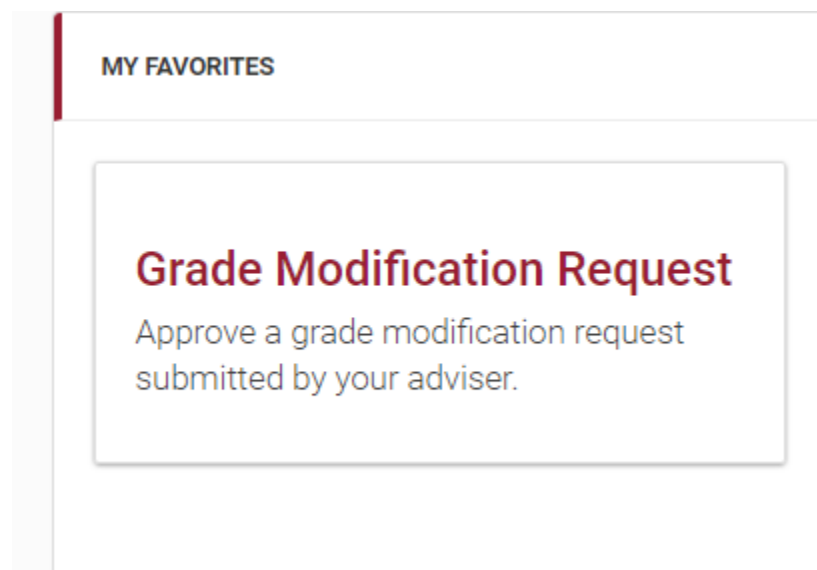
3. Find the course in question, and select the Action Icon.

**GRADE MODIFICATION REQUEST LIST**

| Term | Student | Request Date | Class | Description | Action |
|------|---------|--------------|-------|-------------|--------|
| SP2016 | Triton, Lou Lou Lemon (12170459) | Apr 28, 2020 11:48:22 AM | COMM 1030-001 (20549) | Interprsnl Commun I | 📄 |

4. Review the Grade Modification Request Details. After confirming, ensure the Approve radio button is selected, then select the submit button.

Your request will be routed to the Registrar's Office for processing.

## Grade Modification Request Details

| | |
|---|---|
| STUDENT | Triton, Lou Lou Lemon (12170459) |
| COURSE TO MODIFY | COMM 1030-001 (20549) Communication [UGRD - SP2016] (Grade received: F) |
| REPLACEMENT COURSE | COMM 1030-002 (11722) Communication [UGRD - SP2018] (Grade received: B) |
| REASON | |
| DECISION | ◉Approve ◯Deny<br>**If you no longer wish to have this change made to your record, please select the deny button** |
| COMMENT | |

CANCEL    SUBMIT

| Position | Date Completed | Grade Modification Request Reviewer | Type | Action | Comment |
|---|---|---|---|---|---|
| 1 | Apr 28, 2020 11:48:22 AM | Harris, Sylvia | Advisor | Advisor Submits Request | Advisor initiates grade modification. |
| 2 | | Triton, Lou Lou Lemon | Student | | Waiting for approval |
| 3 | | Registrar's Office Grade Mod | Registrar's Office | | |