Submitting Grade Changes in CaneLink

Note: The steps below are for classes for which final grades have been posted less than a year ago. Grades for classes that have not yet been posted are to be entered or adjusted directly on the **Grade Roster** during the grade entering period as noted on the Academic Calendar for the term. Grade changes for classes where grades were posted more than a year ago will require a paper form found at www.registrar.miami.edu.

1. Log into the portal at http://canelink.miami.edu
2. On the **Faculty Home** tab, click the **Go to Faculty Center** button. Your most recent schedule will appear on the main page.
3. Click **Change Term** and select the term for which you would like to submit a grade change.
4. Click the **Grade Roster** icon (🖳) next to the class you wish to view. The grade roster will appear.
5. Click **Request Grade Change.**
6. You will see the official grade for all students in the class. Click **Request Grade Change** next to the student for whom you would like to submit the change.
7. Use the **Change Grade to** dropdown menu next to record the new grade.
8. A **Reason** and **Justification** for the grade change must be provided for each submission.
9. Click **Submit**.

Grade change submissions must be approved by the department chair and then designated dean before it is processed by the Registrar's Office and appears on the student's record. Instructors will be provided a worklist identifying all required approvers upon submission and a confirmation email detailing the status of the grade change submission (whether processed or denied) when it is complete. Denied grade change submissions will be accompanied with justification from the department chair or dean and can be resubmitted if necessary.

Only one successful grade change per student per class is permitted via this process.

Students are automatically notified when their grade changes have been processed by the Registrar's; no further action required by instructors.