N. **HOW TO CHANGE A GRADE**
   Only the course instructor can change a grade. Per the Faculty Handbook, a final grade cannot be altered except in the case of a demonstrable error in computation or in transcription. Students must report any errors in final grades within 30 days after a grade report is received.

   a. The instructor must log into WebAdvisor and Go To Grade Change Entry. Complete the grade change and hit Submit.