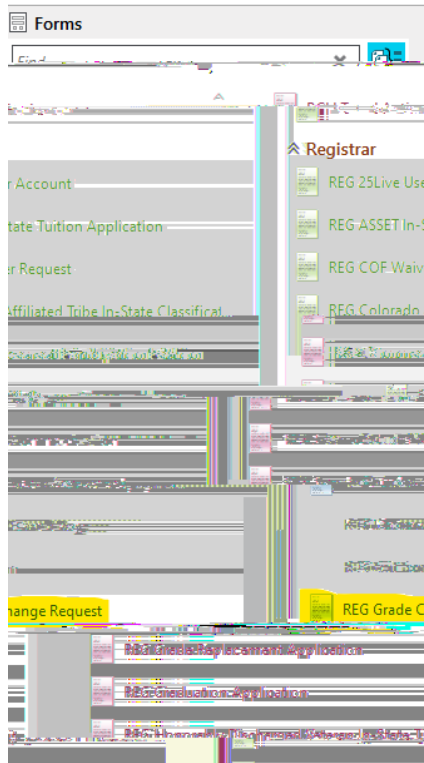
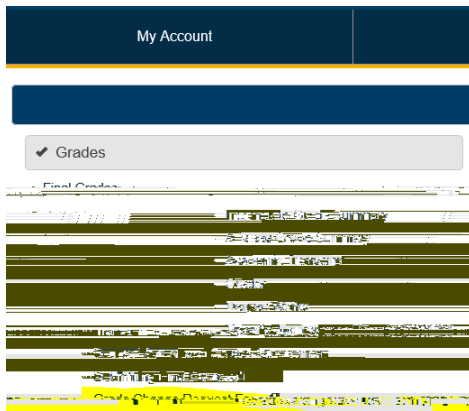


## Grade Change Form Help Sheet

The form can be found on the employee tab of URSA, on the Registrar's website under forms, and on the forms list in OnBase.



OnBase will have you sign in using your URSA user name and password. This is to ensure no students

The last step is designating the chair and dean approvers from the provided drop down list.  
Please make sure all information is filled out correctly to prevent delays in the grade change process.

· If submitted within the first six weeks of the following term, Director/Chair approval is