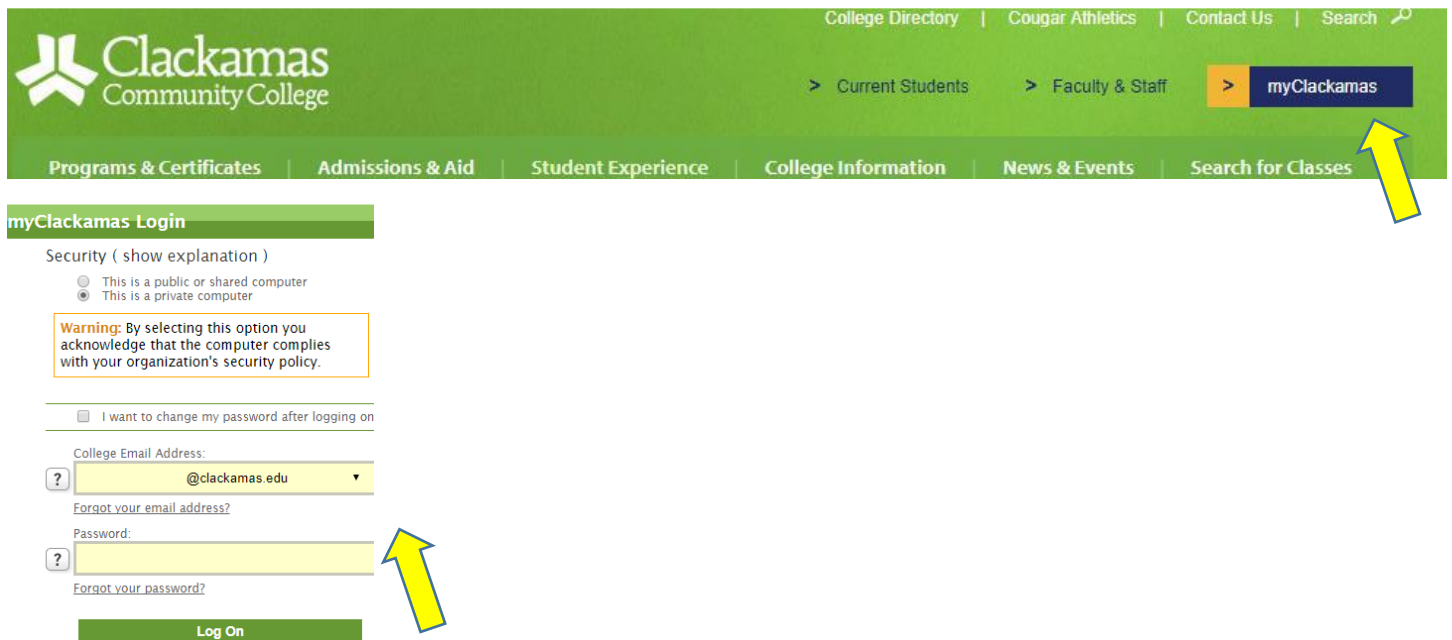


On-Line Change of Grade Submission Process

Change of grades for clerical errors are submitted on-line, through your myClackamas Account.

Step 1: Access myClackamas at www.clackamas.edu;

Click the MyClackamas link at the top right corner and log into your CCC Faculty Account



College Directory | Cougar Athletics | Contact Us | Search

> Current Students > Faculty & Staff > **myClackamas**

Programs & Certificates | Admissions & Aid | Student Experience | College Information | News & Events | Search for Classes

myClackamas Login

Security (show explanation)

This is a public or shared computer
 This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

I want to change my password after logging on

College Email Address:
? @clackamas.edu

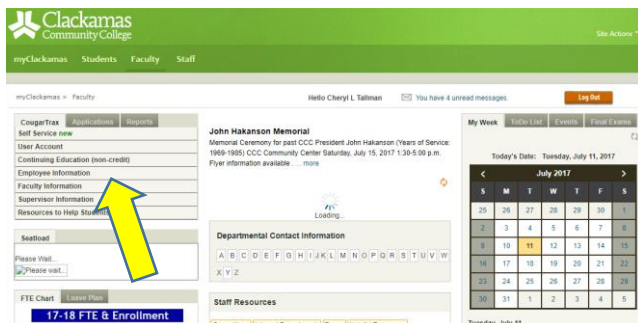
[Forgot your email address?](#)

Password:
?

[Forgot your password?](#)

Log On

Step 2: Access the Change of Grade Form under Faculty Information and Change of Grade;



myClackamas Students Faculty Staff

myClackamas > Faculty

Hello Cheryl L Tallman You have 4 unread messages Log Out

CougerTrax Applications Reports

Self Service new

User Account

Continuing Education (non-credit)

Employee Information

Faculty Information

Supervisor Information

Resources to Help Students

Seatload

Please Wait Please wait.

FTE Chart Login Page

17-18 FTE & Enrollment

John Hakanson Memorial
Memorial Ceremony for past CCC President John Hakanson (Years of Service: 1969-1995) CCC Community Center Saturday, July 15, 2017 1:30-5:00 p.m.
Full information available ... more

My Week Title List Events Final Exams

Today's Date: Tuesday, July 11, 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Tuesday, July 11

Departmental Contact Information

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Staff Resources

Committees Internal Departments Forms Helpful Resources

Faculty Information
Class Roster
Grading Help
Change of Grade
Search for Sections
My Class Schedule
Student Profile

Step 3: Complete all fields on the Change of Grade Form

Complete all fields on the Change of Grade Form. All this information can be found on your CCC Class Roster or Grade Roster.

Change of Grade

Policy:

- A. An Instructor may initiate a change of a letter grade (A-F) within four terms.
- B. Change of either a letter grade to P/N pass/no pass to letter grade will not be allowed except for clerical error.
- C. No change of (W) Withdraw or (X) Audit will be made except for clerical error.
- D. An Incomplete (I) may be changed within one calendar year from the time it is received after which the "I" remains on the student transcript and the course must be repeated if credit is to be received.
- E. The above deadlines may be extended by the appropriate Dean.

Process:

- 1. Submit your change of grade form through myClackamas
- 2. An email will be automatically sent to you notifying the success of your submission
- 3. The Registrar's Office will notify you and the student via email when the grade change has been completed
- 4. For extensions beyond policy deadlines, the Registrar's Office will email the Dean for approval and copy the instructor on all communication regarding the grade change.

Date:	7/24/2017 4:29:58 PM		
Instructor Name:	<input type="text"/>	Instructor Email:	@clackamas.edu
Term/Yr:	Summer <input type="text"/>	2017 <input type="text"/>	Course Number: (example: BA 101 01) <input type="text"/>
Is grade change beyond one calendar year from initial grade submission? No <input type="text"/>			
Student Name:	<input type="text"/>	Student ID#	<input type="text"/>
Current Credits:	0 <input type="text"/>	Current Grade:	A <input type="text"/>
New Credits:	0 <input type="text"/>	New Grade:	A <input type="text"/>
Reason For Change:	<input type="text"/> (according to policies stated above)		
<input type="button" value="Review my request"/>			

You will have the option to review your request before submitting the electronic form when you click review my request. Once you submit the form will receive an immediate email confirming your submission. An email is also sent to the Registrar's Office. Every attempt is made to process these requests the same day in which they are received, but it could take 2 or 3 days during heavy grading times.

Once the change of grade has been processed, the Registrar's Office will notify both you, as instructor, and the student via your MyClackamas email accounts. When you receive the email from the registrar, please forward a copy to cherylt@clackamas.edu.

If you need assistance with this process, please contact Cheryl Tallman at 503-594-3208 or at cherylt@clackamas.edu