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.

3. Find the course in question, and select the Action Icon.
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.