one.bellarmine.edu
Submitting a Grade Change

Here are step-by-step instructions for submitting a grade change online.

1. From a Bellarmine network computer (on campus or over VPN), open Internet Explorer (or Edge) and go to **one.bellarmine.edu**, click the "**One Login**" button in the upper right hand corner of the page

2. Log in using your **Bellarmine email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Dashboard page. (*If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301*).

3. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted.

4. Click on the "Link to Grade Change Form" in the "Forms and Resources" box. All fields must be entered completely.

5. Once you have entered all required information, click on the Submit button at the bottom of the page. Your request will then be routed to the appropriate Dean for approval. Once approved, the Registrar's Office will make the update to the student's record.