

# experience.bellarmino.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), go to **experience.bellarmino.edu**. Log in using your **Bellarmino email address** (ex. jdoe@bellarmine.edu) and password. You will land on your Bellarmine Experience Dashboard page. *(If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301).*
2. 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 Student & Academic.
3. Click on the “Change of Grade Request” in the “Registrar Resources” card. All fields must be entered completely.
4. 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.