Three easy steps to changing grades online

1. Log on to EGCS (Electronic Grade Change System):
   https://sims.rutgers.edu/rosters/gradechange/studentCourseLookup.htm

2. Once you log on, the Grade Change – Search Student page is presented as the default screen. See screen shot below.

   To search for a student, enter the Student’s Rutgers Id or Student’s Last Name and First Name (or partial Last Name and First Name fields). Also, enter the Year, Term, Unit, Subject, Course, and Section Number of the course for which you would like to change the grade.

   Note: If you do not know the section number, enter ALL. The system will check all sections of the course for the Student.

   Click the “Search” button to continue to the Search Student results page.

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Rutgers Electronic Grade Change System

Main Menu  Create Grade Change  Approve Grade Change

Grade Change – Search Student

To Search for a Student, please enter Year, Term, Unit, Subject, Course, Section, Student ID or Student Last and First Name. (required).

STUDENT ID
OR
LAST NAME  FIRST NAME

YEAR  TERM
2005  Spring

UNIT  SUBJECT  COURSE  SECTION

Search

If your search returns no matches, or if the student record you were looking for is not on the list of search results, you may try to search archived records.
3. Clicking on **Change Grade** will transfer you to the Create Grade Change page for the selected student. It is here that you will be able to submit a grade change.

The **Create Grade Change** page is displayed after a successful student search.

**To submit a grade change request:**

- Enter your name (as the Instructor’s name if it is not already there - optional).
- Enter your email address (optional).
- Enter the Student’s email address (optional).
- Select the new grade from drop down box.
- Enter comments (comment field is required)
- Click the “Enter” button to submit the grade change request.

**Note:**

Email notifications will **not** be sent to the Student and/or Instructor, once the change of grade has been approved, unless an email address is provided on this page.

A myRutgers alerts will still be sent to the Student, if that Student is currently enrolled.