



Office of the Registrar

How to Submit a Grade

Change Request

1. Log in to the APSU One-Stop Portal at:
<https://onestop.apsu.edu/apps>
2. Select the **Faculty/Advisor Web Self-Service** tile.
3. Under the **Faculty Links heading**, select **Grade Change Request**.
4. Complete and submit the grade change form.
5. The form will be routed to your department chair/dean for approval.
6. After approval, the form will be sent to the Office of the Registrar for the official grade update.

PLEASE NOTE:

- **Open a web browser using Google Chrome**, as it is the preferred browser for D2L, and for Mac users.
- GOVESTech Help Desk: Call us at **931-221-4357** for immediate assistance, email govstech@apsu.edu or visit us in person at the **Morgan University Center Information Desk**. Walk-up support is available **Monday–Wednesday 8:00 AM–4:30 PM and Thursday–Friday 8:00 AM–1:00 PM**, with remote support available Monday–Friday 8:00 AM–4:30 PM.