

**SUBMITTING**

**A**

**GRADE**

**CHANGE**

**(after the fully-graded date)**

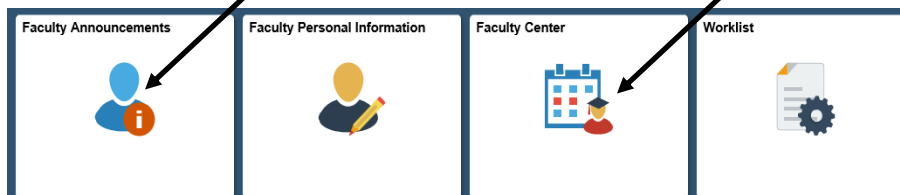
## ENTERING/CHANGING GRADES AFTER THE FULLY GRADED DATE

Log into your myUH self-service account using AccessUH.

Select the myUH self-service icon  in the University Services Area.



Note: View the Faculty Announcements section to view the grading timeline. Access to submit a grade change using this process will only be available after the grading cycle ends for the term. Then select the Faculty Center tile.

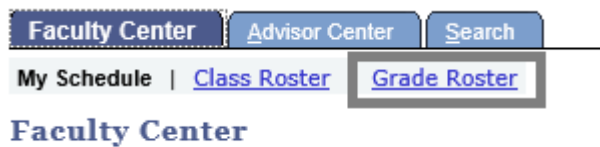


### [Instructions](#) for Instructors of Record

#### Fall 2016 Grading Timeline

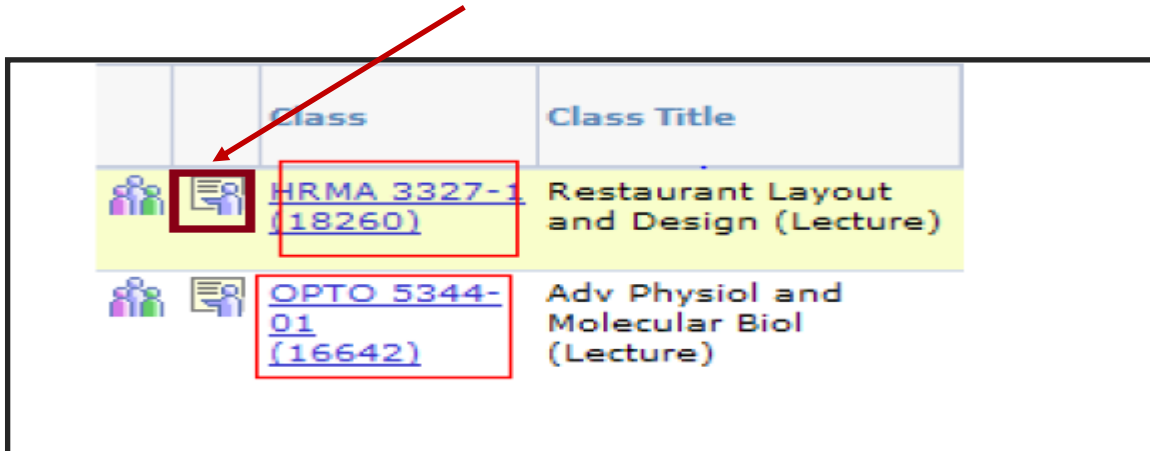
- **Mon, Sept 19:** Generate **Session 2** grade rosters. Grades should be posted by **Tues, Sept 27**
- **Mon, Oct 10:** Generate **Session 3** grade rosters. Grades should be posted by **Mon, Oct 17**
- **Mon, Oct 24:** Generate **Session 4** grade rosters. Grades should be posted by **Mon, Oct 31**
- **Mon, Nov 28:** Generate **Regular (Session 1)** grade rosters. Grades must be posted by **Mon, Dec 19 at 11:59 pm.**
- **Mon, Nov 28:** Generate **Session 5** grade rosters. Grades should be posted by **Mon, Dec 12**
- **Mon, Nov 28:** Generate **Session 6** grade rosters. Grades should be posted by **Mon, Dec 5**
- **Mon, Dec 19:** **All grades, all sessions\*\* must be posted by 11:59 pm**
- **Tues, Dec 20:** **Grade Change access suspended (all terms).** *End of Term Processing* begins.
- **Wed, Dec 21:** Grade change (all terms) via Grade Change Work Flow may continue.

Select the Grade Roster icon.



## ENTERING/CHANGING GRADES AFTER THE FULLY GRADED DATE

Select the course that needs grade attention will now display the grade roster icon to the left of the class name. Click the Grade Roster Icon.



Select the “Request Grade Change” link.

**Display Options:**  
 \*Grade Roster Type: Final Grade  
 Display Unassigned Roster Grade Only

**Grade Roster Action:**  
 \*Approval Status: Approved **Posted**  
[Request Grade Change](#)

**Student Grade** [E]

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Applied to Graduate	Level	Status

Click the “Grade Change” link to the right of the student’s name for which you want to change the grade.

ID	Name	Enrollment Status	Official Grade	Short Description	Grade Change
[Redacted]	[Redacted]	Enrolled	Letter Grade	A	<a href="#" style="border: 1px solid red; border-radius: 10px; padding: 2px 10px; text-decoration: none; color: blue;">Grade Change</a>
[Redacted]	[Redacted]	Enrolled	Multiple Types of Grades		<a href="#" style="text-decoration: none; color: blue;">Grade Change</a>

## ENTERING/CHANGING GRADES AFTER THE FULLY GRADED DATE

The Grade Change Request page appears. Click the magnifying glass for the “Request Grade Change” field and select the appropriate grade. Comments must be entered in the “Instructor Comments” field to indicate the reason for the change. Click SUBMIT.

### Grade Change Request

Student ID

Instructor ID

Subject Area TELS    Acad. Org. H650ILT    Term FA 2013    Academic Career UGRD

Catalog Nbr 3340    Request Date 01/14/2014    Course ID 043737    Class Nbr 20620

Class Section 1

Official Grade A    Grading Basis LT    Enrollment Action Reason: **Administrative Correction**

'Request Grade Change

'Instructor Comments

#### Search Results

View 100    First ◀ 1-13 of 13 ▶ Last

Grade Input	Description
<a href="#">A</a>	<a href="#">Excellent</a>
<a href="#">A-</a>	<a href="#">A-</a>
<a href="#">B</a>	<a href="#">Good</a>
<a href="#">B+</a>	<a href="#">B+</a>
<a href="#">B-</a>	<a href="#">B-</a>
<a href="#">C</a>	<a href="#">Average</a>
<a href="#">C+</a>	<a href="#">C+</a>
<a href="#">C-</a>	<a href="#">C-</a>
<a href="#">D</a>	<a href="#">Poor</a>
<a href="#">D+</a>	<a href="#">D+</a>
<a href="#">D-</a>	<a href="#">D-</a>
<a href="#">F</a>	<a href="#">Failing</a>
<a href="#">I</a>	<a href="#">Incomplete</a>



**ENTERING/CHANGING GRADES AFTER THE FULLY  
GRADED DATE**

**Notes:**

- ◆ The changed grade will not be viewable to the instructor or the student until the change has been approved according to the departmental workflow process.

**Need further assistance?**

**PAMELA R. OGDEN  
ENROLLMENT SERVICES  
INTEGRATED STAFF SUPPORT**

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**832.842.9606**