

## Standard Operating Procedure – Grade Changes

**Responsibility:** Associate Dean; College Coordinator

**Time Frame:** Any change to a final grade must occur before the official closing date of Session #1 of the academic term following the posting of the letter grade.

**Definition:** The University and the College of Education award grades to students officially enrolled after the last day to drop or withdraw from a course without receiving a grade as indicated on the [Academic Calendar](#).

### **Procedures:**

#### **Step 1: Final Grade Reports**

**Step 1a:** Instructors submit final grades through [myUH](#)

**Step 1b:** Use the following links for help:

- [Posting Grades in myUH \(PeopleSoft\) \(.pdf\)](#)
- [Download Grades as an Excel Spreadsheet from Blackboard LEARN \(.pdf\)](#)
- [Posting Grades via Excel Spreadsheet in myUH \(PeopleSoft\) \(.pdf\)](#)
- [Submitting Grade Changes in myUH \(PeopleSoft\) \(.pdf\)](#)

#### **Step 2: Corrections**

**Step 2a:** Grade changes are only for corrections of errors in computing the posted grade.

**Step 2b:** Students cannot submit additional work (after the end of the term) for changing a grade.

#### **Step 3: Exceptions**

**Step 3a:** Incomplete (I) See SOP for Incomplete or I grades

**Step 3b:** In Progress (IP) See SOP for Dissertation and IP grades

#### **Step 4: ARCA-Grade Exception**

**Step 4a:** Used to request grade changes when faculty cannot access the [myUH](#) grade change workflow

### **NR Grade Resolution**

If a faculty member fails to input a student's grade, the Registrar inserts a placeholder grade of NR until formal reporting of a grade. NRs can affect a student's full-time status, international status, and financial aid eligibility by showing the credit hours a *not completed*, whereas a grade of Incomplete (I) shows the credit hours as satisfied, but the grade is still pending. **NR grades will convert to a grade of "F" ninety days after the end of the term.**