

## Change of Grade Process


Faculty with an active UAConnect account may process a change of grade using their faculty center and *will no longer be required* to complete the Change of Grade Notice form.

- Faculty who do *not* have an active account must continue to process grade changes using the **Change of Grade Notice** form located in their department.

### Changing a Grade in Faculty Center

Use this process to change a grade using your Faculty Center:

1. Select the **Term**.

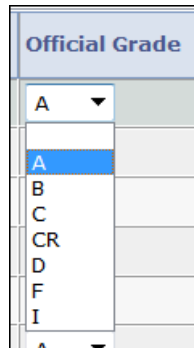
2. Click the **Grade Roster** icon  of the course for the grade change.
3. Select Final Grade from the **Grade Roster Type** drop-down menu. Grade changes are only available for final grades.
4. Click the [Request Grade Change](#) link in the **Grade Roster Action** box.

5. The **Grade Change Request** page contains the course information at the top of the page along with a list of the students in the course and the **Official Grade** for that student.

ID	Name	Enrollment Status	Grading Basis	Official Grade
1	[blurred]	Enrolled	Graded	A ▼
2	[blurred]	Enrolled	Graded	A ▼
3	[blurred]	Enrolled	Graded	A ▼
4	[blurred]	Enrolled	Graded	A ▼



- Click the **Official Grade** drop-down menu and click the new grade for the student.



**NOTE:** Only the grades associated with the class will be available for selection.

- Click the **SUBMIT** button.
- Success** is indicated in the last column when the grade is successfully submitted.

Enrollment Status	Grading Basis	Official Grade	
Enrolled	Graded	B	Success
Enrolled	Graded	A	
Enrolled	Graded	A	

- The grade change is logged in the **Grade Change Audit Table** where an audit report can be generated.

Change Details		Units and GPA		Miscellaneous Details						
User ID	ID	Date/Time	Action	Term	Class Nbr	Subject	Catalog	Grade	Grade In	Grade Dt
rcarr		10/22/2010 10:41:58AM	After	1103	1160	ACCT	3533	F	F	10/22/2010
scribner		10/22/2010 10:41:58AM	Before	1103	1160	ACCT	3533	B	B	07/20/2010

**NOTE:** Audit reports are generated daily for the convenience of the college. E-mails are sent to the instructor of record and the student indicating a grade change has occurred.

The Office of the Registrar runs daily queries to check for changes in the student’s academic status.

