Change of Grade Process
Faculty with an active UACConnect 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.
6. Click the **Official Grade** drop-down menu and click the new grade for the student.

![Official Grade Menu](image)

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

7. Click the **Submit** button.

8. **Success** is indicated in the last column when the grade is successfully submitted.

![Grade Entry Success](image)

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

![Grade Change Audit Table](image)

**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.