



## SUBMITTING A GRADE CHANGE (after the fully-graded date)

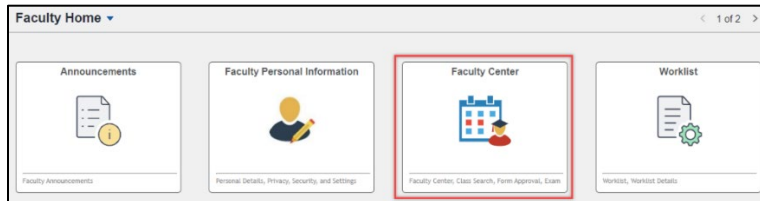
Access to submit a grade change using this process will only be available after the grading cycle ends for the term.

Log into AccessUH to access your Grade Roster.

Select the **myUH** self-service icon in the University Services area.



Select the Faculty Center tile.



Courses you are listed as an instructor are listed in the Faculty Center. Click the Grade Roster icon, to the left of the class name, of the course that needs grade attention.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 2312-05 (11154)	Precalculus (Lecture)	39	TBA	TBA	May 13, 2024-Jun 1, 2024
MATH 2413-01 (10725)	Calculus I (Lecture)	92	TBA	TBA	Jun 3, 2024-Aug 9, 2024

Select the “Request Grade Change” link.

Display Options

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Not Reviewed

**Request Grade Change**



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

ID	Name	Term	Enrollment Status	Grading Basis	Official Grade	Short Description	Grade Change
1		2230	Enrolled	Letter Grade	F		<a href="#">Grade Change</a>
2		2230	Enrolled	Letter Grade	F		<a href="#">Grade Change</a>

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 MATH Acad. Org. H470MTH Term SU 2024 Academic Career UGRD

Catalog Nbr 1351 Request Date 09/20/2024 Course ID 031088 Class Nbr 14874

Class Section 02

Official Grade F Grading Basis LT Enrollment Action Reason: Administrative Correction

\*Request Grade Change

Grade Reason

\*Instructor Comments

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Select **Save**.

**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.

## Questions

Contact the Office of the University Registrar  
uhsrsec@uh.edu