Navigating to Your Grade List

1. Log into myUVM > myuvm.uvm.edu

2. Select Submit Grade Change from the Faculty Grade Maintenance channel on the Grading page.

3. Select the appropriate term from the dropdown menu and click Submit.

4. Once you have selected a term you will be returned to the main menu. Choose Select Course.

5. When prompted, select the course you wish to grade from the dropdown menu and click Submit.
6. Once you have selected a course you will be returned to the main menu. Choose Grade Change Request. The Request Grade Change screen shares many features with the Final Grade submission screen.

1. Student information can be accessed by selecting an individual’s name.
2. User names which appear in capital letters indicate changes made by the Registrar’s Office.
3. Only twenty-five student names will appear per page. Navigate through the rest of your grade list using the Record Sets links.

If no grade appears in the Current Grade column and the text in the Request Grade Change column reads “Grade NOT rolled” (see example below) please enter the grade via the Faculty Grade Assignment channel.

<For more information about submitting grades online please see the Submitting Grades Online guide.

7. To request a change of grade for a student select Request Change under the Request Grade Change heading.
8. Choose the appropriate grade from the dropdown menu next to the New Grade heading. Only grades a student can earn will appear in the menu. If the grade you wish to assign does not appear you will need to enter an exception request.

<See the exception request section in this document.>

9. Choose the appropriate reason for your requested grade change from the dropdown menu next to the Reason for Grade Change heading.

10. Select Submit Change Request. If you have successfully submitted your request the status “Pending” will appear under the Request Grade Change heading.

This indicates that your request is now awaiting approval from the Dean’s Office of the student. If a student is pursuing degrees in more than one college or school either Dean’s Office can approve the request.
You will be copied on the generated email notifying the appropriate Dean’s Office(s) of the pending request.

If you would like to view information about your request such as which colleges were notified, when it was submitted, what you requested, you can do so by selecting Pending under the Request Grade Change heading.

Once approval has been granted, the new grade will be reflected on the Request Grade Change screen. An email will be sent to both you and the student.

Please note: the new grade will not be visible on the Enter/Display Final Grades screen. That screen reflects only the grades given at the original time of submission.
If your request is denied you will be notified by email and the status listed under Request Grade Change will revert back to Request Change.

### Requesting an Exception

1. If you would like to submit a grade which does not appear in the dropdown menu for a student, or have some other grading issue which is not simple and straightforward, you will need to request an exception.

   In the example below the student is auditing a course and cannot be assigned a letter grade. Select Enter Exception Request in order to request that a letter grade be awarded to the student.

2. Enter the appropriate information in the fields New Grade and Description, and when finished select Submit Exception Request.
If you have successfully submitted your request the status “Pending” will appear under the Request Grade Change heading.

Once approval has been granted by the Dean’s Office the status “Pending RO” will appear under the Request Grade Change heading. Grade changes which require exceptions necessitate modifications to the student’s registration that must be completed by the Registrar’s Office.

Once your request has been approved and completed, the new grade will be reflected on the Grade Change Request screen. An email will be sent to both you and the student.

*Please note: the new grade will not be visible on the Enter/Display Final Grades screen. That screen reflects only the grades given at the original time of submission.*

If your request is denied you will be notified by email and the status listed under Request Grade Change will revert back to Request Change.