Requesting Grade Changes Online

Navigating to Your Grade List

1. Login to myUVM > myuvm.uvm.edu
2. Select Grade Change Request from the Grade Maintenance menu.

   ![Grade Maintenance Menu](image1)

   - Change Course
   - Change Term
   - Get help with the above here. password: webhelp263

3. Select the appropriate term from the drop down menu and click Submit.

   ![Select Term](image2)

4. Once you’ve selected a term you’ll be returned to the main menu. Choose Select Course.

5. When prompted, select the course you wish to grade from the drop down menu and click Submit.

   ![Select a Course](image3)

6. Once you’ve selected a course you’ll 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” (as in the example below) please enter the grade via the Faculty Grade Assignment channel.

1. 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.
Submitting Your Request

8. Choose the appropriate grade from the drop down 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’ll need to enter an exception request. <Find out about exception requests here.>

Request Grade Change

By Georgia L. Kennedy, NetId: GLKENNED Address: Georgia.Kennedy@uvm.edu
for Grover Cleveland 95XXXXXX in SWSS 003 TST for Spring 2009 Address: grover.cleveland@uvm.edu

Current Grade:
New Grade:
Reason for Grade Changes:
Current College: AS
Current College Email: C:
Current College 2: ED
Current College 2 Email: C:

Submit Change Request

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

Reason for Grade Change:
Instructor Correction
Final Grade Submission

Submit Change Request

10. Select Submit Change Request.

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

<table>
<thead>
<tr>
<th>Rec No.</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Coll Class</th>
<th>Current Grade</th>
<th>Current Entered</th>
<th>User</th>
<th>Roll</th>
<th>Request Grade Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Buchanan, James</td>
<td>95XXXXXX</td>
<td>3.000</td>
<td>GR</td>
<td>GR</td>
<td></td>
<td>N</td>
<td></td>
<td>Grade NOT rolled</td>
</tr>
<tr>
<td>3</td>
<td>Cleveland, Grover</td>
<td>95XXXXXX</td>
<td>3.000</td>
<td>AS</td>
<td>FR B-</td>
<td>07/27/2009 glkenned</td>
<td>Y</td>
<td>Pending</td>
<td>07/27/2009 03:08:14 PM</td>
</tr>
<tr>
<td>4</td>
<td>Coolidge, Calvin</td>
<td>95XXXXXX</td>
<td>3.000</td>
<td>AS</td>
<td>FR AU</td>
<td>07/27/2009 glkenned</td>
<td>Y</td>
<td>Request Change</td>
<td></td>
</tr>
</tbody>
</table>

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 cc’d on the email generated to notify the appropriate Dean’s Office(s) that the request is pending.
If you’d like to view information about your request, including which colleges were notified, when you submitted it, and 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. 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’d like to submit a grade which does not appear in the drop down menu for a student, or have some other grading issue which is not simple and straightforward, you’ll 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 a letter grade be awarded to the student.

   **Request Grade Change**

   By Georgia L. Kennedy, NetId: GLKENNED Address: Georgia.Kennedy@uvm.edu
   for Calvin Coolidge 95XXXXXX in SWSS 003 TST for Spring 2009 Address: calvin.coolidge@uvm.edu

   Current Grade: AU
   New Grade: Choose...
   Reason for Grade Change: Choose...
   Current College: Arts and Sciences
   Current College Email: X

   Submit Change Request  Cancel and Return to Grade List  Go to Enter Exception Request

2. In the field next to the New Grade heading write in the grade you would like to assign to the student.

   **Request Grade Change**

   By Georgia L. Kennedy, NetId: GLKENNED Address: Georgia.Kennedy@uvm.edu
   for Calvin Coolidge 95XXXXXX in SWSS 003 TST for Spring 2009 Address: calvin.coolidge@uvm.edu

   Current Grade: AU
   New Grade: A
   Enter exception:

3. Next, in the field next to the Enter exception heading, describe your reason for requesting the exception.

   **Request Grade Change**

   By Georgia L. Kennedy, NetId: GLKENNED Address: Georgia.Kennedy@uvm.edu
   for Calvin Coolidge 95XXXXXX in SWSS 003 TST for Spring 2009 Address: calvin.coolidge@uvm.edu

   Current Grade: AU
   New Grade: A
   Enter exception: It was the intention of the student to take the course for credit.
4. Select Submit Exception Request.

Request Grade Change

By Georgia L. Kennedy, NetId: GLKENNED Address: Georgia.Kennedy@uvm.edu

for Calvin Coolidge 95XXXXXXXX in SWSS 003 TST for Spring 2009 Address: calvin.coolidge@uvm.edu

Current Grade: AU
New Grade: A
Enter exception: It was the intention of the student to take the course for credit.

Current College: AS
Current College Email: dean_cas@uvm.edu

Submit Exception Request Cancel and Return to Grade List

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 Request Grade Change screen. An email will be sent to both you and the student. 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.