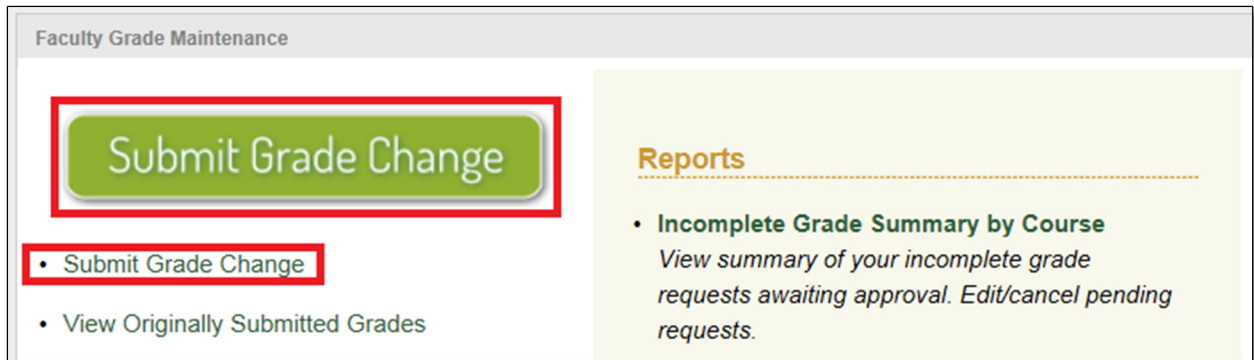


# Requesting Grade Changes Online

Instructors

## Navigating to Your Grade List

1. Log into myUVM > [myuvm.uvm.edu](http://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**.

The screenshot shows the 'Faculty' section with the heading 'Select Term'. Below the heading is a dropdown menu labeled 'Select a Term:' with the following options: Summer 2015, Fall 2015, Summer 2015 (highlighted in blue), Spring 2015, Fall 2014, Summer 2014, Spring 2014, and Fall 2013. A 'Submit' button is located to the left of the dropdown menu.

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**.

The screenshot shows the 'Faculty' section with the heading 'Select a Course'. Below the heading is a dropdown menu labeled 'CRN:' with the following options: GERM 282 B 14035 German Lit - Middle Ages 6 gradable (selected), GERM 282 B 14035 German Lit - Middle Ages 6 gradable, and GERM 391 A 10444 Master's Thesis Research 0 gradable. A 'Submit' button is located to the left of the dropdown menu.

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.

**Faculty**

## Grade Change Request

**Course Information**  
**German Lit - Middle Ages - GERM 282 B**  
**CRN:** 14035  
**Term:** Spring 2015  
**Students Registered:** 35  
**Instructor(s):** Instructor Name

**Record Sets:** [1 - 25](#) [26 - 50](#)

| Rec No. | Student Name               | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change           |
|---------|----------------------------|-----------|---------|------|-------|---------------|-----------------|-------|------|--------------------------------|
| 1       | <a href="#">Student #1</a> | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled               |
| 2       | <a href="#">Student #2</a> | 95XXXXXXX | 3.000   | AS   | SR    | B+            | 05/08/2015      | prof  | Y    | <a href="#">Request Change</a> |
| 3       | <a href="#">Student #3</a> | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | <a href="#">Request Change</a> |

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.

| Rec No. | Student Name               | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change           |
|---------|----------------------------|-----------|---------|------|-------|---------------|-----------------|-------|------|--------------------------------|
| 1       | <a href="#">Student #1</a> | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled               |
| 2       | <a href="#">Student #2</a> | 95XXXXXXX | 3.000   | AS   | SR    | B+            | 05/08/2015      | prof  | Y    | <a href="#">Request Change</a> |
| 3       | <a href="#">Student #3</a> | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | <a href="#">Request Change</a> |

< 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.

| Rec No. | Student Name               | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change           |
|---------|----------------------------|-----------|---------|------|-------|---------------|-----------------|-------|------|--------------------------------|
| 1       | <a href="#">Student #1</a> | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled               |
| 2       | <a href="#">Student #2</a> | 95XXXXXXX | 3.000   | AS   | SR    | B+            | 05/08/2015      | prof  | Y    | <a href="#">Request Change</a> |
| 3       | <a href="#">Student #3</a> | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | <a href="#">Request Change</a> |

## Submitting Your Request

- 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.

**Faculty**

### Request Grade Change

If you wish to change a grade to Incomplete, enter a grade of I in the new grade field (please do not enter INC). When entering the Exception, provide the alternate grade, the date by which the work must be completed, and the reason for the request.

If you have already requested an Incomplete, and wish to change the date, enter I in the new grade field. In the description, enter the new extension date with a note that it is a change from the existing date.

By Instructor Name    NetId: PROF    Address: prof@uvm.edu

for **Student Name** 95XXXXXXX in **GERM 282 B for Spring 2015** Address: student@uvm.edu

Current Grade: B+

**New Grade:** Choose ...

**Reason for Grade Change:** Choose ...

Current College: AS

Current College Email: A-

- or -

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

**Reason for Grade Change:** Instructor Change

Current College: AS

Current College Email: A-

Instructor Change

Final Grade (for I,SP,UP,XC,M)

- Select **Submit Change Request**.

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

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change |
|---------|--------------|-----------|---------|------|-------|---------------|-----------------|-------|------|----------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled     |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | B+            | 05/08/2015      | prof  | Y    | Pending mm/dd/yyyy   |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | Request Change       |

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.

**Faculty**

### View only Grade Change Request

|                             |                          |                                     |
|-----------------------------|--------------------------|-------------------------------------|
| <b>Your information:</b>    | <b>Submitted by</b>      | Instructor Name                     |
|                             | <b>NetId</b>             | PROF                                |
|                             | <b>Email Address</b>     | prof@uvm.edu                        |
| -----                       |                          |                                     |
| <b>Student information:</b> | <b>Student Name</b>      | <b>Student Name</b>                 |
|                             | <b>Student Id</b>        | 95XXXXXXX                           |
|                             | <b>Email Address</b>     | student2@uvm.edu                    |
|                             | <b>Course Term</b>       | <b>Spring 2015</b>                  |
|                             | <b>Course Section</b>    | <b>GERM 282 B</b>                   |
|                             | <b>Current Grade</b>     | <b>B+</b>                           |
|                             | <b>New Grade</b>         | <b>A+</b>                           |
|                             | <b>Reason for Change</b> | <b>Instructor Change</b>            |
| <b>Offices notified:</b>    | <b>College</b>           | <b>College of Arts and Sciences</b> |
|                             | <b>Sent to College</b>   | dean_cas@uvm.edu                    |
|                             | <b>Change Number</b>     | 1                                   |
|                             | <b>Entered</b>           | 07/08/2015 10:14:44 AM              |
|                             | <b>Status</b>            | Pending - 07/08/2015 10:14:44 AM    |

[Return to Grade List](#)

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.

**Faculty**

### Grade Change Request

**Course Information**  
**German Lit - Middle Ages - GERM 282 B**  
**CRN:** 14035  
**Term:** Spring 2015  
**Students Registered:** 35  
**Instructor(s):** Instructor Name  
**Record Sets:** [1 - 25](#) [26 - 50](#)

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered                 | User  | Roll | Request Grade Change           |
|---------|--------------|-----------|---------|------|-------|---------------|---------------------------------|-------|------|--------------------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                                 |       | N    | Grade NOT rolled               |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | A+            | 07/08/2015<br>Instructor Change | prof  | Y    | <a href="#">Request Change</a> |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015                      | STAFF | Y    | <a href="#">Request Change</a> |

**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**.

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change           |
|---------|--------------|-----------|---------|------|-------|---------------|-----------------|-------|------|--------------------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled               |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | B+            | 05/08/2015      | prof  | Y    | <a href="#">Request Change</a> |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | <a href="#">Request Change</a> |

## 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.

**Faculty**

### Request Grade Change

If you wish to change a grade to Incomplete, enter a grade of I in the new grade field (please do not enter INC). When entering the Exception, provide the alternate grade, the date by which the work must be completed, and the reason for the request.

If you have already requested an Incomplete, and wish to change the date, enter I in the new grade field. In the description, enter the new extension date with a note that it is a change from the existing date.

By Instructor Name NetId: PROF Address: prof@uvm.edu  
 for Student Name 95XXXXXXX in **GERM 282 B** for **Spring 2015** Address: student@uvm.edu

Current Grade: AU

**New Grade:** Choose ...

**Reason for Grade Change:** Choose ...

Current College: AS Arts and Sciences

Current College Email: XC du

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

2. Enter the appropriate information in the fields **New Grade** and **Description**, and when finished select **Submit Exception Request**.

**Faculty**

### Request Grade Change

If you wish to change a grade to Incomplete, enter a grade of I in the new grade field (please do not enter INC). When entering the Exception, provide the alternate grade, the date by which the work must be completed, and the reason for the request.

If you have already requested an Incomplete, and wish to change the date, enter I in the new grade field. In the description, enter the new extension date with a note that it is a change from the existing date.

By Instructor Name NetId: PROF Address: prof@uvm.edu  
 for Student Name 95XXXXXXX in **GERM 282 B** for **Spring 2015** Address: student@uvm.edu

Current Grade: AU

**New Grade:** A

**Description:** It was the intention of the student to take the course for credit.

Current College: AS College of Arts and Sciences

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.

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change |
|---------|--------------|-----------|---------|------|-------|---------------|-----------------|-------|------|----------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled     |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | AU            | 05/08/2015      | prof  | Y    | Pending mm/dd/yyyy   |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | Request Change       |

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.

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered | User  | Roll | Request Grade Change  |
|---------|--------------|-----------|---------|------|-------|---------------|-----------------|-------|------|-----------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                 |       | N    | Grade NOT rolled      |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | AU            | 05/08/2015      | prof  | Y    | Pending RO mm/dd/yyyy |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015      | STAFF | Y    | Request Change        |

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.**

**Faculty**

### Grade Change Request

**Course Information**  
 German Lit - Middle Ages - GERM 282 B  
**CRN:** 14035  
**Term:** Spring 2015  
**Students Registered:** 35  
**Instructor(s):** Instructor Name  
**Record Sets:** [1 - 25](#) [26 - 50](#)

| Rec No. | Student Name | ID        | Credits | Coll | Class | Current Grade | Current Entered                   | User  | Roll | Request Grade Change |
|---------|--------------|-----------|---------|------|-------|---------------|-----------------------------------|-------|------|----------------------|
| 1       | Student #1   | 95XXXXXXX | 3.000   | AS   | SR    |               |                                   |       | N    | Grade NOT rolled     |
| 2       | Student #2   | 95XXXXXXX | 3.000   | AS   | SR    | A             | 07/08/2015<br>Exception Processed | prof  | Y    | Request Change       |
| 3       | Student #3   | 95XXXXXXX | 3.000   | AS   | SR    | A-            | 05/08/2015                        | STAFF | Y    | Request Change       |

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**.