**UAConnect
Knowledge Center**

Change of Grade Process

Faculty with an active UAConnect account may process a change of grade from their faculty homepage. However, 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 from the UA Faculty Center

1. Your most current teaching schedule opens by default. Click the Change Term button to select a different term.

Fall 2019 | The University of Arkansas

| | | Change Term |

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

My Teaching Schedule > Fall 2019 > The University of Arkansas

Personalize | View All | 🗗 | 🔢   First ◀ 1-6 of 6 ▶ Last

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus		
ENGL 1013-031 (1153)	COMPOSITION I (Lecture)	Submitted	Submitted	13	📎	Class Roster	Grade Roster
ENGL 5003-001 (1215)	COMPOSITION PEDAGOGY (Lecture)	Blank	Submitted	23	📎	Class Roster	Grade Roster
ENGL 510V-005 (1218)	READINGS IN ENGL/AMER LIT (Readings)	Blank	Blank	0	📎		
ENGL 5513-901 (13087)	DOC DESIGN FOR TECH WRITERS (Lecture)	Blank	Submitted	10	📎	Class Roster	Grade Roster
ENGL 5523-901 (11093)	TECH WRITING-ONLINE AUDIENCE (Lecture)	Blank	Blank	0	📎		
ENGL 700V-033 (8460)	DOCTORAL DISSERTATION (Dissertation)	Blank	Blank	0	📎		

2. Click the Grade Roster link 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** button.

Display Options

☑ *Grade Roster Type | Final Grade ▽
☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status | Blank ▽   Posted

| Request Grade Change |

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. **NOTE:** Only the grades associated with the class will be available for selection.
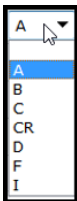
7. Click the **Submit** button.

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

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

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.