

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.

UA Faculty Center

Fall 2016 | The University of Arkansas Change Term

Select display option

Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Fall 2016 > The University of Arkansas

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus	View Syllabus		
BENG 450V-002 (10806)	SPECIAL PROBLEMS (Special Problems)		Blank	0				
BENG 5613-901 (11813)	SIMULATION MODEL OF BIOL SYS (Lecture)		Blank	1			Class Roster	Grade Roster
BENG 5613-919 (8496)	SIMULATION MODEL OF BIOL SYS (Lecture)		Blank	2			Class Roster	Grade Roster
BENG 5633-001 (6404)	LINKAGE TECH, ECON & SOC (Lecture)		Blank	1			Class Roster	Grade Roster
BENG 5633-919 (6580)	LINKAGE TECH, ECON & SOC (Lecture)		Blank	3			Class Roster	Grade Roster
BENG 5633-929 (6647)	LINKAGE TECH, ECON & SOC (Lecture)		Blank	7			Class Roster	Grade Roster

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.

Fall 2016 | Eight Week - Second | The University of Arkansas | Graduate

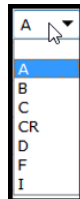
BENG 5633 - 929 (6647) Upload from Bb
 Linkages Among Technology, Economics and Societal Values (Sp, Fa) (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online Web	Staff	10/12/2016 - 12/08/2016

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Graded	A ▼
2		Enrolled	Graded	A ▼
3		Enrolled	Graded	A ▼
4		Enrolled	Graded	A ▼
5		Enrolled	Graded	A ▼
6		Enrolled	Graded	A ▼
7		Enrolled	Graded	A ▼

[Return to Grade Roster](#) Submit

- 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.



- Click the **Submit** button.
- Success** appears in the last column when the grade is successfully submitted.

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1		Enrolled	Graded	I ▼	Success
2		Enrolled	Graded	A ▼	

- 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.