SUBMITTING A GRADE CHANGE (after the fully-graded date)
Log into your myUH self-service account using AccessUH. Select the myUH self-service icon in the University Services Area.

Note: View the Faculty Announcements section to view the grading timeline. Access to submit a grade change using this process will only be available after the grading cycle ends for the term. Then select the Faculty Center tile.

Instructions for Instructors of Record

Fall 2016 Grading Timeline

- Mon, Sept 19: Generate Session 2 grade rosters. Grades should be posted by Tues, Sept 27
- Mon, Oct 10: Generate Session 3 grade rosters. Grades should be posted by Mon, Oct 17
- Mon, Oct 24: Generate Session 4 grade rosters. Grades should be posted by Mon, Oct 31
- Mon, Nov 28: Generate Regular (Session 1) grade rosters. Grades must be posted by Mon, Dec 19 at 11:59 pm
- Mon, Nov 28: Generate Session 5 grade rosters. Grades should be posted by Mon, Dec 12
- Mon, Nov 28: Generate Session 6 grade rosters. Grades should be posted by Mon, Dec 5
- Mon, Dec 19: All grades, all sessions** must be posted by 11:59 pm
- Tues, Dec 20: Grade Change access suspended (all terms). End of Term Processing begins.
- Wed, Dec 21: Grade change (all terms) via Grade Change Work Flow may continue.

Select the Grade Roster icon.
Select the course that needs grade attention will now display the grade roster icon to the left of the class name. Click the Grade Roster Icon.

Select the “Request Grade Change” link.

Click the “Grade Change” link to the right of the student’s name for which you want to change the grade.
The Grade Change Request page appears. Click the magnifying glass for the “Request Grade Change” field and select the appropriate grade. Comments must be entered in the “Instructor Comments” field to indicate the reason for the change. Click SUBMIT.
Notes:

- The changed grade will not be viewable to the instructor or the student until the change has been approved according to the departmental workflow process.

Need further assistance?

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