

**GRADE
CHANGE
WORKFLOW
APPROVAL
PROCESS**


GRADE CHANGE APPROVAL PROCESS

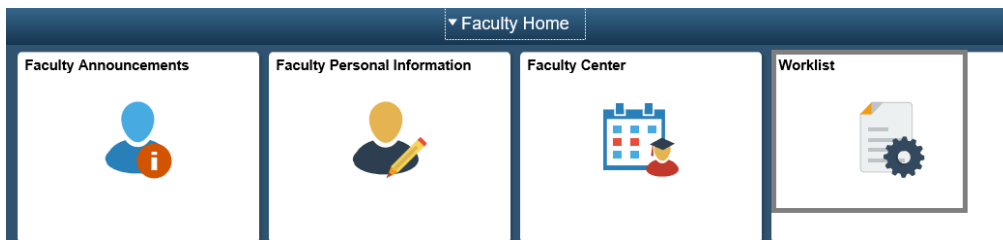
- ◆ An email will be sent indicating that a grade change request is ready for your review.
- ◆ Click on the link in the email which will take you directly to the Worklist.

Please use the following URL Worklist link to access the Grade Change Approval:

<https://dev.my.uh.edu:8301/psp/sa9dev/EMPLOYEE/HRMS/w/WORKLIST?ICActionViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST>

OR

- ◆ Log into your myUH self-service using AccessUH portal.
- ◆ Click on the  self-service icon.
- ◆ Click on the Worklist icon in the top right hand corner of the page.



- ◆ Click on the link as indicated below.

Worked By Activity	Priority	Link
UH GRADE CHANGE	<input type="text"/>	1003485, UGRD, , 1810, MATH, 1310, 0164871, , 031082, 1851, 08, 2013-07-30, 0164871, 00859, 0084766, , , A, B+, , 2013-07-30-15.07.05.000000, , , N, Test, , Y, ,

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- ◆ The Grade Change Approval page appears.
- ◆ Review the request and indicate approval or denial as indicated.
- ◆ Enter comments.
- ◆ Click Submit—which sends an email to the next level of approval—if applicable.

Grade Change Approval

Grade Change Approval

Click submit.

Submit

Student ID [REDACTED]

Instructor ID 0017216 [REDACTED]

Subject Area AAS Grading Basis LT Term SP 2013 Academic Career UGRD

Catalog Nbr 2320 Request Date 01/15/2014 Course ID 009877 Acad. Org. H46

Class Section 02 Class Nbr 10302

Official Grade C Enrollment Action Reason: Administrative Correction

Instructor Comments

Request Grade Change: A Example

Approval Process: Chair of the Department

Approval Indicator: [REDACTED] [REDACTED] Date Time Approved

Approval Status Chair: [REDACTED]

Chair Comments [REDACTED]

Approval Status Chair: Approved Denied

Approval Process: Dean of the Department

Approval Indicator: [REDACTED] [REDACTED] DateTime Approved

Approval Status Dean: [REDACTED]

Dean Comments [REDACTED]

Select approve/deny here

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- ◆ If you are the final level of approval and Enrollment Request ID and a status of SUCCESS will appear.
- ◆ An email will be sent to the instructor requesting the grade change and the student indicating that the grade change has been approved (or denied).

Enrollment Request ID 0006443780
****** Success ******

- ◆ If the status is Error, contact the Office of the University Registrar who can provide assistance at 713.743.1010, option 7.

Enrollment Request ID 0006443789
Request contains Errors



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Need further assistance?

**PAMELA R. OGDEN
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INTEGRATED STAFF SUPPORT**

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832.842.9606