Grade Change Request Form - MyUAlbany

Follow these instructions to access the Grade Change Request Form in order to change or add a grade after grade rosters have been locked.

Login to MyUAlbany by going to: http://www.albany.edu/myualbany/ and select the “Employee Log On” button.

Select the “Academic Services and Advising” link.
Select the “Grade Change Request” link.

Login with your **NetID and Password**, which you use to log into your MyUAlbany.
**Fill out the Grade Change Request Form.** You can find most corresponding information on your class roster (see example on page 4). When finished, press “Submit.” Please note that grade change confirmations and denials will be sent to your UAlbany e-mail address ending in @albany.edu.
Please refer to your class roster to find the details needed to complete the Grade Change Request Form. See example below:

- **Class Subject**: AMAT 690
- **Catalog number**: 0001 (10699)
- **Class #**: 0000
- **Student name and ID #**: Doe, John
- **Year course was taken**: Spring 2019
- **Enrollment Status**: Enrolled
- **Class level**: Graduate
- **Instructor**: Change class
- **Days and Times**: 3/4
- **Room**: A100
- **Dates**: 1/04/2019-2/03/2019
- **Enrollment Capacity**: 20
- **Units**: 3.00
- **Program and Plan**: Mathematics (MA) - Mathematics (MA)
When using the Grade Change Request Form, please keep in mind the grade change regulations in the Undergraduate and Graduate bulletins (links below).

**Undergraduate grade change regulations:**

[http://www.albany.edu/undergraduate_bulletin/regulations.html](http://www.albany.edu/undergraduate_bulletin/regulations.html)

**Graduate grade change regulations:**

[http://www.albany.edu/graduatebulletin/requirements_degree.htm](http://www.albany.edu/graduatebulletin/requirements_degree.htm)

**If you have questions you may direct them to the Registrar’s Office at 518-442-5540 or Registrar@albany.edu**