

Timeline for Grade Changes

Grade changes will only be accepted as follows:

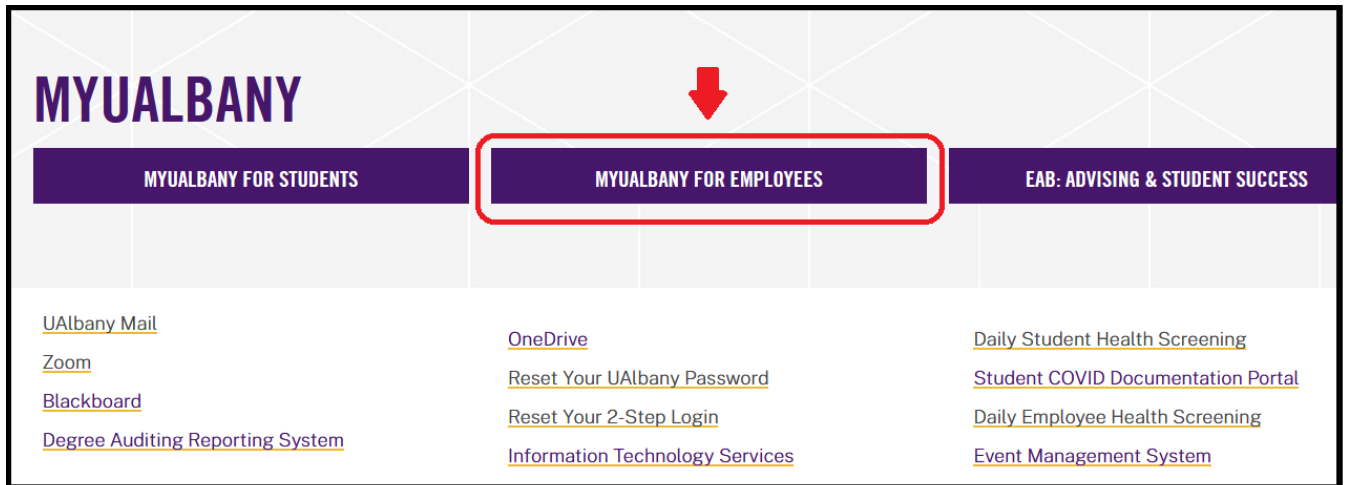
- *Fall semester grades:* Accepted through the last class day of the subsequent Spring semester
- *Spring/Full Year semester grades:* Accepted through the last class day of the subsequent Fall semester
- *Summer term grades:* Accepted through the last class day of the subsequent Winter term

Processing times for grade changes will vary pending required approvals. You will receive an email notification once your grade change request has been processed. **The request must be fully explained and justified.**

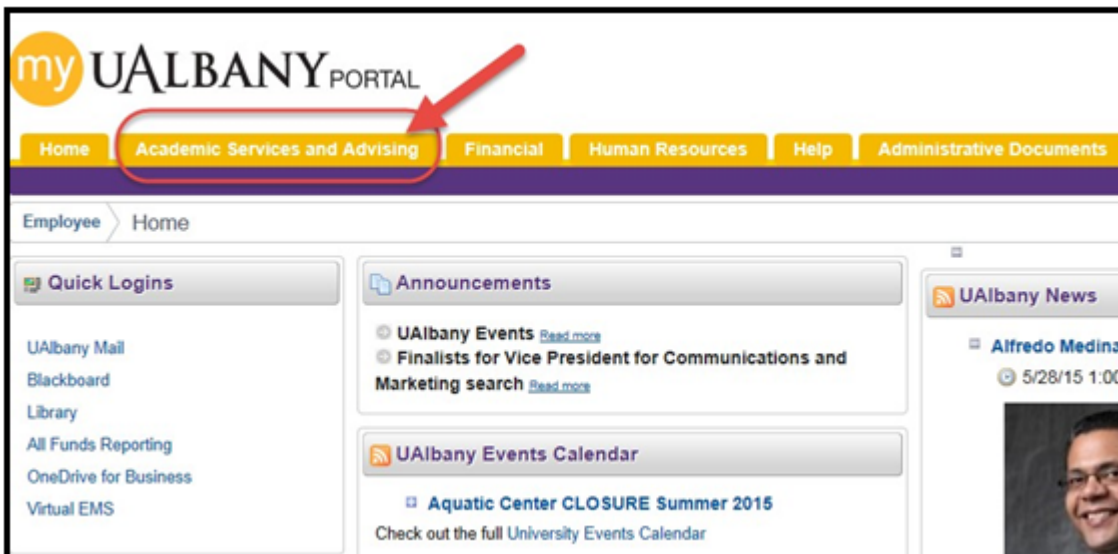
Grade Change Request Form - MyUALbany

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 “**MYUALBANY FOR EMPLOYEES**” button.



Select the “**Academic Services and Advising**” link.



Select the “Grade Change Request” link.

The screenshot shows the myUAlbany Portal interface. At the top, there is a navigation bar with links for Home, Academic Services and Advising, Financial, Human Resources, Help, and Administrative D. Below this, the user is logged in as an Employee under the Academic Services and Advising section. The main content area is divided into two columns. The left column has two main sections: 'Faculty Center and Advising' and 'Forms'. The 'Forms' section contains a list of links: 'Grade Change Request', 'Late Add/ Registration Permission', and 'Graduate Studies Forms'. A red circle highlights the 'Grade Change Request' link, and a red arrow points to it from the right. The right column contains 'Important Semester Information' with links for Final Grading Instructions, Summer 2015 Academic Calendars, Summer 2015 Important Dates for Grading, Fall 2015 Academic Calendar, and Fall 2015 Important Dates for Grading. Below that is the 'Blackboard Learning System 9' section, which includes tabs for 'Enrolled Courses', 'Announcements', and 'Calendar Entries'. A message states 'You are not enrolled in any Blackboard 9 courses'. At the bottom right, there is a section for 'My Classes and online SIRF Scheduling'.

Login with your **NetID and Password**, which you use to log into your MyUAlbany when accessing your class and grade rosters.

The screenshot shows a 'Log in' form. It has a title 'Log in' at the top. Below the title, there are two input fields: 'NetID' and 'Password'. The 'NetID' field has a vertical cursor on the left. Below the 'Password' field, there is a checkbox labeled 'Remember me'. At the bottom of the form, there is a blue button labeled 'Log in'.

Fill out the Grade Change Request Form. You can find the corresponding information on your class roster (see example on page 6). When finished, press **“Submit.”** Please note that grade change confirmations and denials will be sent to your UAlbany email address ending in @albany.edu.

Department:*

Select your role:* ▼ ← **Choose "Instructor of Record"**

Student ID number: *

Student's first name:*

Student's last name:*

Class Level: Undergraduate ← **Choose "Undergraduate"**
 Graduate

Term: Fall ← **Choose Course Term**
 Winter
 Spring
 Summer
 School year (UHS only)

Year this class was taken:*
(e.g., 2017)

Class subject:*
(e.g., AAFS)

Catalog number:*
(e.g., 219)

Class number:*
(e.g., 2469)

Existing grade:* ▼ ← **If no existing grade, enter "NR"**

Change grade to:* ▼ ← **Select New Grade**

If you indicated that the "student stopped attending" in the "change grade to" field, please record the student's last date of attendance in the box below:

Date student stopped attending:

← Enter date or leave blank if not applicable

Who initiated the grade change:*

← Select "Instructor"

Please select a reason for the grade change:*

← Choose selection from drop down menu

If you indicated "other" in the selection above, enter the reason in the box below:

"Other" explanation:

If the reason for the grade change selected is "other", please enter explanation here

If you are the department chair/dean, please provide an explanation for submitting on behalf of the instructor of record:

Leave Blank

Is this grade change being facilitated due to the assignment of extra credit?*

If yes, did the entire class get the opportunity to complete the extra credit?

Was the original grade you assigned an "I" grade that got converted to an "E" or "U" grade?*

Is this grade change due to an S/U or A-E grading basis petition?*

Select "Yes" or "No"

⚠ Please note that Grade Change confirmations and cancellations will be sent to your UAlbany e-mail address. If you have your UAlbany emails forwarded to non-UAlbany email addresses, non-directory information that is shared between Albany.edu email addresses will not be secure.

Submit

← Click Submit

Please refer to your class roster to find the details needed to complete the Grade Change Request Form.
See example below:

The screenshot shows a web interface for a class roster. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below this is a 'Class Roster' section with a 'View FERPA Statement' link. The main content area displays course information for the '2016 - 2017 School Year | 40 Week School Year | University at Albany | Undergraduate'. A specific course is highlighted: 'ASPN 200 - 0570 (2497)' with a 'change class' button. Red callouts identify 'Ex: Year this course was taken' (pointing to the school year), 'Ex: Class Subject' (pointing to 'ASPN 200'), 'Ex: Catalog #' (pointing to '0570'), and 'Ex: Class #' (pointing to '(2497)'). Below the course details, there are options for 'Enrollment Status' (set to 'Enrolled'), 'Enrollment Capacity' (50), and 'Enrolled' count (46). There are also radio buttons for 'Link to Photos' (selected) and 'Include photos in list'. At the bottom, a table titled 'Enrolled Students' is shown with columns for 'Notify', 'Photo', 'ID', 'Name', 'Grade Basis', 'Units', 'Program and Plan', and 'Level'. A red callout 'Ex: Student ID #' points to the 'ID' column, and another 'Ex: Student name' points to the 'Name' column. The first row of the table shows a student with ID '000000000' and name 'Doe, John'.

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1		000000000	Doe, John	Graded	4.00	UG Arts & Sciences / NonMatric - Non-matriculated	Freshman

When using the Grade Change Request Form, please keep in mind the grade change regulations. They can be viewed in the Undergraduate Bulletin online at:

http://www.albany.edu/undergraduate_bulletin/regulations.html

If you have questions you may direct them to the University in the High School office at 518-442-4148 or uhs@albany.edu