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 when accessing your class and grade rosters.

**Log in**

```
NetID: 
Password: 
Remember me: 
Log in
```

Fill out the **Grade Change Request Form**. You can find the corresponding information on your class roster (see example on page 5). 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: UIIS

Select your role: Select one

Choose "Instructor of Record"

Student ID number: Enter Student ID number (9 digits)

Student's first name: Enter Student's First Name

Student's last name: Enter Student's Last Name

Class level: Undergraduate

Choose "Undergraduate"

Term: Fall

Choose course term

Winter

Spring

Summer

School year (UHS only)

Year this class was taken: Enter Year

(e.g., 2017)

Class subject: Enter Class Subject

(e.g., AAPS)

Catalog number: Enter Catalog Number

(e.g., 210)

Class number: Enter Class Number (4 digits)

(e.g., 2469)

Existing grade: Select one

If no existing grade, enter "NR"

Change grade to: Select one

Select new grade

Date student stopped attending: (e.g., mm/dd/yyyy)
Who initiated the grade change: Select one

Please select a reason for the grade change: Select one

"Other" explanation:

If you are the department chair, 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? Select one

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

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

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:

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