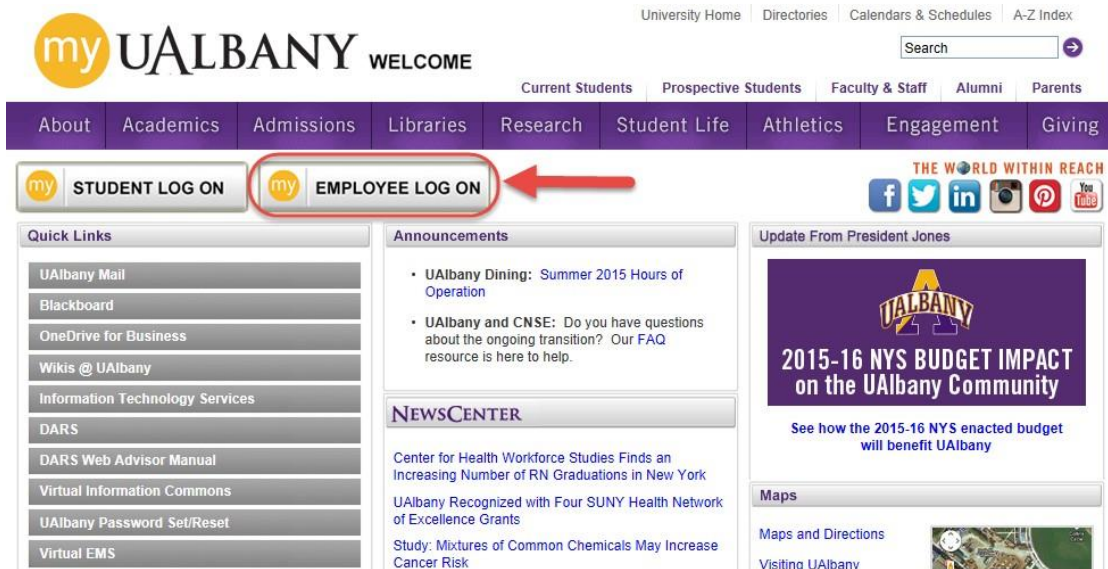


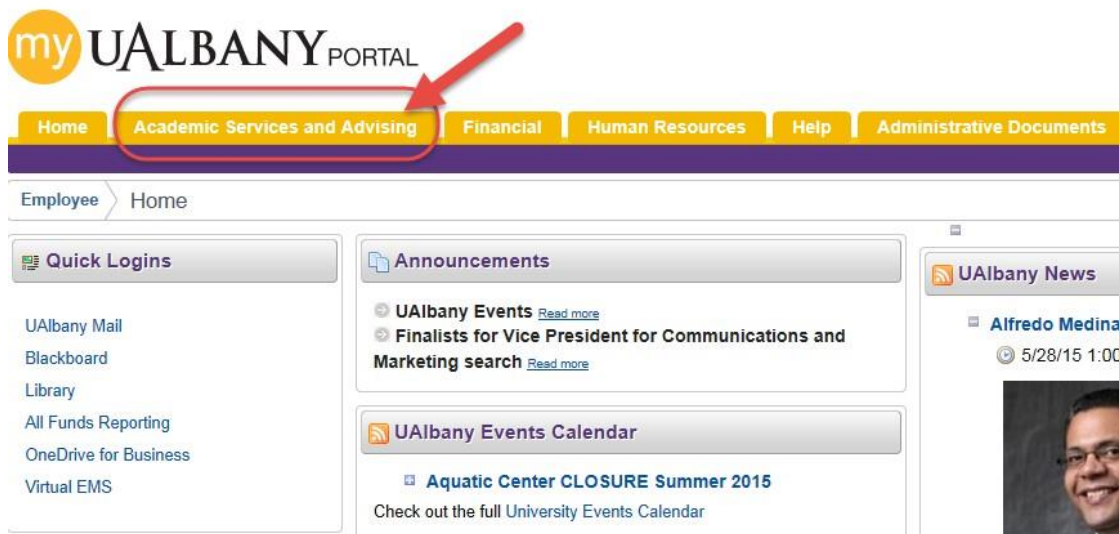
Grade Change Request Form - MyUAlbany

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.

Home Academic Services and Advising Financial Human Resources Help Administrative D

Employee > Academic Services and Advising

Faculty Center and Advising

- Class Schedules, Rosters and Grades
- Upload My Grades
- My Grade Upload Results
- Permission Numbers
- Undergraduate Dereistration
- ERes Class Links

Forms

- Grade Change Request**
- Late Add/ Registration Permission
- Graduate Studies Forms

Important Semester Information

- Final Grading Instructions [Read more](#)
- Summer 2015 Academic Calendars [Read more](#)
- Summer 2015 Important Dates for Grading [Read more](#)
- Fall 2015 Academic Calendar [Read more](#)
- Fall 2015 Important Dates for Grading [Read more](#)

Blackboard Learning System 9

Enrolled Courses Announcements Calendar Entries

You are not enrolled in any Blackboard 9 courses

My Classes and online SIRF Scheduling

There were no SIRF courses found for your term

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

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:

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
 Winter ← Choose course term
 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:

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 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?

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?

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.

← 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 class is highlighted: 'ASPN 200 - 0570 (2497)' with a 'change class' button. Red callouts point to 'ASPN 200' (labeled 'Ex: Class Subject'), '0570' (labeled 'Ex: Catalog #'), and '(2497)' (labeled 'Ex: Class #'). Below the course details, there is an 'Enrollment Status' dropdown set to 'Enrolled', and enrollment statistics: 'Enrollment Capacity 50' and 'Enrolled 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: 'Notify', 'Photo', 'ID', 'Name', 'Grade Basis', 'Units', 'Program and Plan', and 'Level'. A red callout points to the 'ID' column (labeled 'Ex: Student ID #') and another points to the 'Name' column (labeled 'Ex: Student name'). 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