



GRADE CHANGE APPROVAL PROCESS

Each grade change request requires approval at two levels. The process begins when the instructor submits the request, triggering a notification to the first-level approver. Once the first-level approver submits their approval, the second-level approver is notified to provide their approval. After both approvals are granted, a notification is sent to both the instructor and the student.

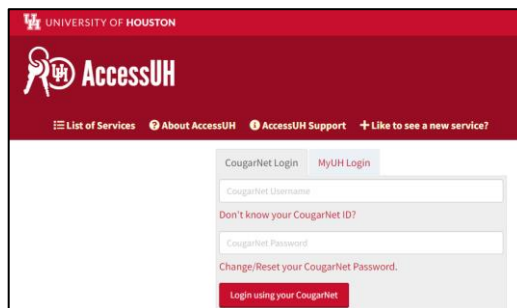
Approvers will receive an email indicating that a grade change request is ready for your review. Click on the link in the email which will take you directly to the Worklist.

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

<https://dev.my.uh.edu:8021/psp/sa92tst/EMPLOYEE/SA/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORLIST>

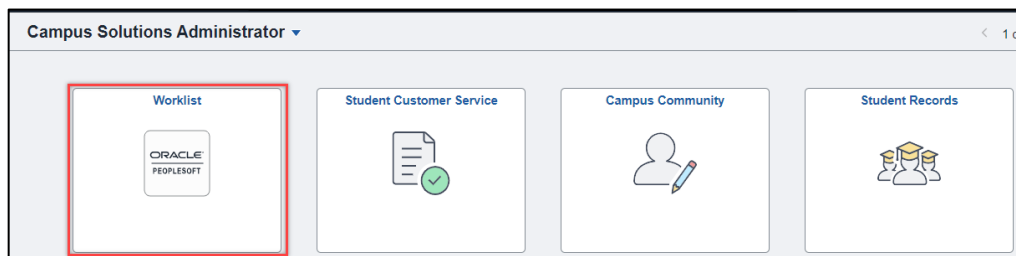
OR

Log into AccessUH



Select the CS (Campus Solutions) icon  in the University Services area.

Select the Worklist tile.





The Grade Change Approval request will be listed.

| Worked By Activity | Priority | Link |
|--------------------|--------------------------------|---|
| UH GRADE CHANGE | <input type="text" value="v"/> | UGRD_00730_2120_MIS_3371_045356_10844_01_2021-01-19-2021-01-19-21:58:06.000000_YA_TF_2021-01-20-09:50:47.000000_LT_N_academic |

Review the request for Approval or Denial.

Enter comments.

Click Submit—the second-level approver will receive an email notification.

Grade Change Approval

Student ID: [redacted]
Instructor ID: [redacted]

Subject Area: GENB Grading Basis: MU Term: FA 2013 Academic Career: GRAD
Catalog Nbr: 7197 Request Date: 12/23/2013 Course ID: 023475 Acad. Org.: H25
Class Section: 03 Class Nbr: 26422 Enrollment Action Reason: Administrative Correction
Official Grade: I

Request Grade Change: A Instructor Comments: Student completed course work

Approval Process: Dean of the College

Approval Indicator: [redacted] DateTime Approved: [redacted]

Comments: Approval Status:

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

Enrollment Request ID 0019094613

**** Success ****

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

Questions

Contact the Office of the University Registrar
uhsrsec@uh.edu