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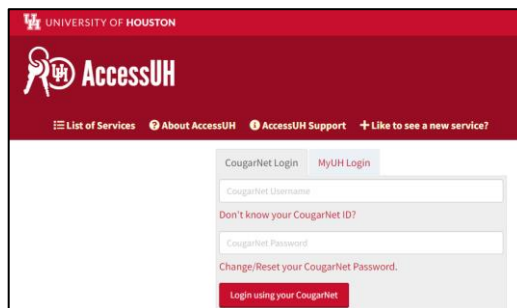
Approvers will receive an email indicating that a grade change request is ready for your review. Click on the link in the email which will take you directly to the Worklist.

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=WORKLIST
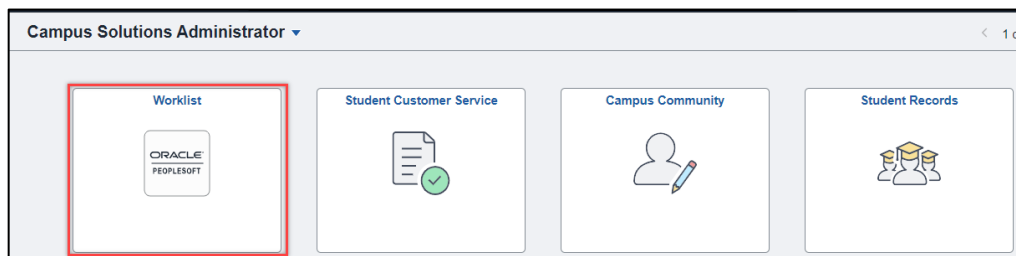
OR

Log into AccessUH

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

Select the Worklist tile.

myUH Faculty Center

The Grade Change Approval request will be listed.

Worked By Activity	Priority	Link
UH GRADE CHANGE	[dropdown]	_____ UGRD, 00730, 2120, MIS, 3371, _____ 045356, 10844, 01, 2021-01-19, _____ _____ Y, _____ Y, A, , I, F, _____ 2021-01-19-21.58.06.000000, 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.

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).

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