



## GRADE CHANGE APPROVAL PROCESS

An email will be sent 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.



# University Registrar Office of the Provost

The Grade Change Approval request will be listed.

Worked By Activity	Priority	Link
UH GRADE CHANGE	<input type="text" value="v"/>	<a href="#">UGRD_00730_2120_MIS_3371_045356_10844_01_2021-01-19_YA_JF_2021-01-19-21.58.06.000000_2021-01-20-09.50.47.000000...LT_N_academic</a>

Review the request for Approval or Denial.

Enter comments.

Click Submit—the next level of approval will receive an email notification—if applicable.

**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

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Approval Process: Dean of the College

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

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Comments:

Approval Status:  Approved Denied

If you are the final level of approval 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