Grade Change Form Help Sheet

- The form can be found on the employee tab of URSA, on the Registrar's website under forms, and on the forms list in OnBase.

My Account	

✔ Grades

- Final Grades
- Incomplete Grade Summary
- Advisee Grade Summary
- Academic Transcript
- Grader
- Degree Works
- Transfer Equivalency Report (ACD120)
- Course Repeat and Grade Replacement
- Submitting Final Grades 🔒
- Grade Change Request Form 🔒

Faculty & Staff

- **Course Schedule Update** (Department Chair/Director submission only - login required)
- **Directed Study Course Registration** (Instructor submission only - login required)
- **Grade Change** (login required)
- **Major-Minor Change** - Undergraduate students (Advisor submission - login required)
- **Non-Scheduled Course Registration** (Instructor submission only - login required)
- **Policy Exemption Request** (login required)
- **Prior Learning Credit Submission** (*Credit for Prior Learning Options*)
- **Transfer Credit Equivalency Update**
- **Undergraduate Course Adjustment** (*For Graduate Students*: Contact the Graduate School and International Admissions for information on course adjustments)
- **Undergraduate Certificate Declaration**

Forms

Find   ✕

- PCH Travel Authorization

⌄ Registrar

- REG 25Live User Account
- REG ASSET In-State Tuition Application
- REG COF Waiver Request
- REG Colorado Affiliated Tribe In-State Classificat
- REG Commencement Participation Petition
- REG Course Schedule Update
- REG Dean of Students Communication
- REG Directed Studies Course Agreement
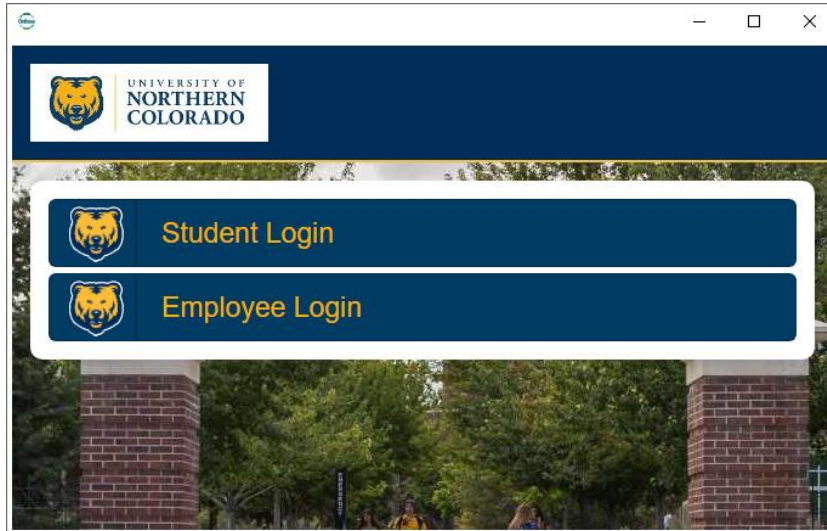- REG Doctoral Candidacy
- REG Exit Form
- REG Grade Change Request
- REG Grade Replacement Application
- REG Graduation Application
- REG Honorably Discharged Veteran In-State Tuit

- OnBase will have you sign in using your URSA user name and password. This is to ensure no students are accessing the form.

- In order to complete the form fully, the instructor will have to know the student's first and last name, bear ID, and bear email address.
- Only the bear email address can be used because the student and instructor will be updated by email at each step in the grade change process. Per university policy details of a student's account can only be sent to the bear email.

- The full course information is required. Subject, Number, Section, Title, Credit Hours, Term (the student took the course), Old Grade, New Grade, Instructor Name, and Reason for Change.
- *Please make sure all information is filled out correctly to prevent delays in the grade change process.*

- The last step is designating the chair and dean approvers from the provided drop down list.
- *Please make sure all information is filled out correctly to prevent delays in the grade change process.*
    - · If submitted within the first six weeks of the following term, Director/Chair approval is required.
    - · If submitted after the six week period of the following term, Director/Chair AND Dean approval is required.
    - · If submitted before the course term ends then no further approval is needed from the Director/Chair or Dean.
        - · Following term for the Fall term is the Spring term
        - · Following term for the Spring term is the Summer term
        - · Following term for the Summer term is Fall term
            - http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Grade-Submission-and-Corrections

Required Approval Policy

· If submitted within the first six weeks of the following term, Director/Chair approval is required.
· If submitted after the six week period of the following term, Director/Chair AND Dean approval is required.
· If submitted before the course term ends then no further approval is needed from the Director/Chair or Dean.
· Following term for the Fall term is the Spring term
· Following term for the Spring term is the Summer term
· Following term for the Summer term is Fall term

Department Approver   **Dean of College**

- Hit the submit button in the lower left-hand corner

Submit

Reviewed July 2023