



UNIVERSITY OF NORTHERN COLORADO

Office of the Registrar

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**

Registrar Forms

Commonly Used	FERPA	Graduation	Registration	Student Records
Tuition Residency				

- COF Waiver
- Undergraduate Course Adjustment (*For Graduate Students: Contact the Graduate School and International Admissions for information on course adjustments*)
- Directed Study Registration
- Grade Change Form (Instructors will need to login using their URSA account)**
- Grade Replacement Application
- Undergraduate Graduation Application (*For Graduate Students: Contact the Graduate School and International Admissions information on applying for graduation.*)
- Undergraduate Certificate Application
- Individual Data Change Request (Student Name and Address change)

Find

Registrar

- REG COF Waiver Request
- REG Commencement Participation Petition
- REG Grade Change Request**
- REG Grade Replacement Application
- REG Graduation Application
- REG Individual Data Change Request
- REG Policy Exemption Request
- REG UG Certificate Application
- REG UG Course Adjustment

OnBase (C)

Home

Home Personal Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Checkouts Forms Upload Templates Workflow

Forms

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



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- 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.

Grade Change Request

Student Information

First Name * <input type="text"/>	Bear ID * <input type="text"/>
Last Name * <input type="text"/>	Bears Email Address * <input type="text" value="ENTER FULL EMAIL ADDRESS"/>
	Date <input type="text" value="10/30/2017 04:03:53 PM"/>

- 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.*

Course Information

Subject * <input type="text"/>	Number * <input type="text"/>	Section * <input type="text"/>
Title * <input type="text"/>	Credit Hours * <input type="text"/>	Term * <input type="text"/>
Old Grade * <input type="text"/>	New Grade * <input type="text"/>	Instructor Name * <input type="text"/>
Reason For Change * <input type="text"/>		

- 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