INSTRUCTOR NAVIGATION

From the myUCF page, log in with your PID and password. Choose **Faculty/Advisor Self Service** from the menu on the left.

Then, choose **Instructors** from the menu on the left.
Next, choose Grade Change Form from the menu on the left.

Click on Start a New Grade Change Form if you wish to process a new grade change request.
Enter the term, subject, catalog number and section number of the class and click search to get a full listing of all students in that class, or you can enter their name. If you know the student’s Empl ID, you can just enter it and click search to bring up that one student. From the list, select the student whose grade you wish to change.

Click on the magnifying glass to see a list of terms to choose from.
Complete the sections “Revised Grade”, “Grade Change Reason” and “Department Chair”. Click on the magnifying glass icon to get a list of choices. Enter the reason for the grade change in the text box (required) and then click “submit”. Be sure your reason is complete and detailed so that the form is not returned to you for clarification.

If your department chair is not listed please contact Steven Sesit 3-1795 or Dore Carter 3-3357
You will see a message appear asking if you want to submit the form. Click yes to submit the form to the Department Chair for approval.
The next screen shows the form has been submitted to the next approver in the process. (GT Grade Chg Approver 1 is your Department Chair.)
To update a Grade Change Form that has been returned to you, go to Grade Change Form, select My Worklist and select the form you wish to update.

In the worklist, identify your grade change form and click on the link. Grade Change forms will look similar to below (the student’s name will appear in the link – names have been removed from this document):

Make changes as indicated by your Department Chair and approve the form which will move it back through the process.

If you have questions or need assistance, please contact:

- Steven Sesit x3-1795 steven.sesit@ucf.edu
- Dore Carter x3-3357 dore.carter@ucf.edu
- Tina Bott x3-0584 tina.bott@ucf.edu
- Vanessa Butts x3-0023 vanessa.butts@ucf.edu