

ONLINE CHANGE OF GRADE (COG) – DEPARTMENT AND COLLEGE APPROVER

When the grading period ends, OUR will run a process to post the grades to the individual student records. Any changes after the grading period ends must be made via this grade change process. For more Grades documentation, please visit the [HR Toolkit](#).

If you are a **Department or College Grades Approver**, use this guide to approve submissions.

Notes:

- This process can only be used for grades submitted in **Fall 2018 and later**. Grades submitted prior to Fall 2018 must be submitted via memo through the secure upload. Please contact your college if you need assistance.
- All instructors who were given Grades Security have access to submit a COG for that class.
 - o Department and College Grades Approvers can also *submit* these changes on behalf of their instructors

NAVIGATION

Go to <https://uf.tfaforms.net/f/cog-my-approval>

Pending Approvals

Approver Name: Alligator, Albert
Approver UF Email: UFalbert@ufl.edu

Your pending approvals are listed in the table below. In order to approve or deny the request, click on the approval name. You will be taken to another page where you can review the request and take the appropriate action.

Pending Approvals

Show 10 entries

Name	Role	Submitted by	Student	College	Department	Created
No requests are currently pending for you to review. If you recently received an email, then those requests may have already been reviewed by other approvers.						

Showing 0 to 0 of 0 entries

Previous Next

1. **Once a day**, if you have a pending COG to approve, you will be sent an email with the link above
 - a. This email will be sent to all eligible approvers
 - b. COGs only need to be approved **once per level** (Department or College), so someone else may have approved it by the time you click on the link
2. Select a COG that you would like to approve
3. Review the information on the COG form
 - a. If it is all correct, click **Approve**

- b. If *any* of it is incorrect, click **Deny**
 - i. After denial, please **contact the original submitter** and inform them that there was an error and that they need to resubmit the COG
 - c. Note: there is not a way to update the info once it has been submitted
4. **Once every 4 hours**, there is an automated process that runs and changes the grade in the SIS.
- a. Notes:
 - i. We recommend that your team sets up a regular check of these grade changes and report errors to the Office of the University Registrar at the contact information below.
 - ii. The Office of the University Registrar will be monitoring for systematic (e.g., an invalid grade making its way to the SIS), but not *academic* errors (e.g., the submitter entered a B grade when they meant to enter an A grade).

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing

Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

Office of the University

Registrar

352-392-1374

registrar.ufl.edu

grades@registrar.ufl.edu

IMPORTANT!

- For up-to-date information, click on the [HR Toolkit](#) for other documentation
- During the original grading window, if a grade was left blank, the system automatically populated an **N*** grade for the student.
- If a student has dropped the class or withdrawn from the university, the grade of **W** will be entered for the student and a petition will be needed to change the grade.