

ONLINE CHANGE OF GRADE (COG)

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](#).

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/cog1>

Change of Grade Request

Course Information

Term * Course Number * Class Number *

Please select... e.g. LAT1120

Continue

Change of Grade Request

Course Information

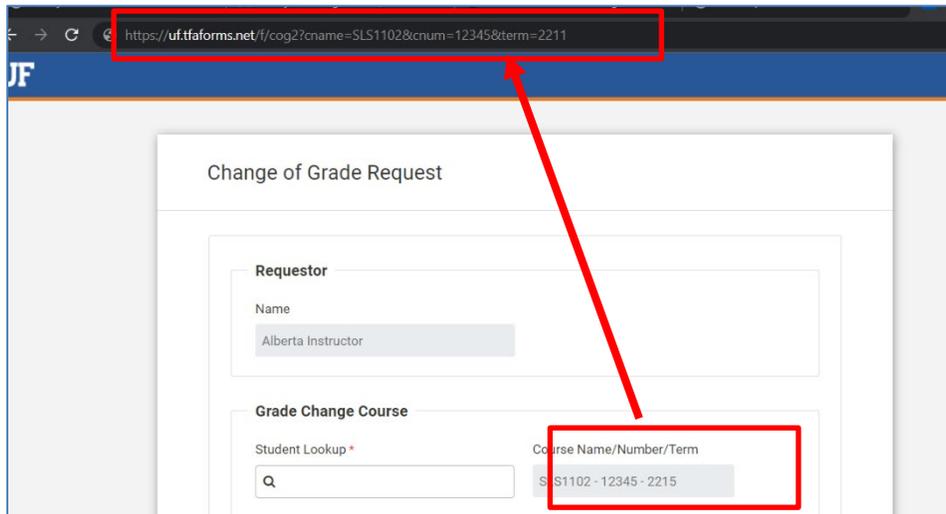
Term * Course Number * Class Number *

2211 SLS1102 12345

Continue

1. Select **Term** (format is MDYT: Millennium, Decade, Year, Term. Ex: **2211** for Spring 2021)
2. Select **Course Number** (format: **ABC1234**)
3. Select **Class Number** (format: **12345**)
4. Click **Continue**

TIP: If you have multiple Grade Changes for one section, note the new URL and you can easily submit more for the same class.



5. Select the student from the **Dropdown** Menu.
 - a. You may also type in any part of the **Student's Name** or **UFID**
6. Select the **Grade Change Reason**
 - b. Reasons are **Assignments Submitted Late**, **Final Exam Taken Late**, **Miscalculation**, **Missing Assignments Found**, or **Other**
 - i. Note: If you select **Other**, you will be prompted with a text box to explain

7. Select the **New Grade**

- c. Note: the correct Grading Basis will be automatically selected
- d. If your class offers Writing Requirement, you will be asked for that grade as well.

Term: 2198 Grade: A Credits: 1

Grade Change Reason *
Miscalculation

New Grade *
Please select...
A
A-
B+
B
B-
C+
C
C-
D+
D
D-
E
I

- e. Note: if you select an E or a U grade, you will be prompted to answer the E/U questions (the same ones found on the Grading Roster)

New Grade *
E

E

	Yes	No
Did the student ever attend or participate in academic related activity? *	<input checked="" type="radio"/>	<input type="radio"/>
Did the student stop attending or participating in academic related activity? *	<input type="radio"/>	<input checked="" type="radio"/>

I certify the student completed the class and has earned a failing grade? * Yes

8. Click **Submit**

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.