

ONLINE CHANGE OF GRADE (COG)

When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. 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>

The image shows two sequential screenshots of a web form titled "Change of Grade Request". The form has a section for "Course Information" with three input fields: "Term", "Course Number", and "Class Number". In the first screenshot, "Term" is a dropdown menu with "Please select..." selected, "Course Number" is a text box with "e.g. LAT1120" entered, and "Class Number" is an empty text box. In the second screenshot, "Term" is a dropdown menu with "2211" selected, "Course Number" is a text box with "SLS1102" entered, and "Class Number" is a text box with "12345" entered. Both screenshots have an orange "Continue" button at the bottom left. A large black arrow points from the first screenshot to the second.

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**
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**
 - a. 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

Change of Grade Request

Requestor

Name
Albert Alligator

Grade Change Course

Student Lookup Course Name/Number/Term
Q SLS1102 - 12345 - 2211

Term Grade Credits
Grade Change Reason *

Please select...
Please select...
Assignments Submitted Late
Final Exam Taken Late
Miscalculation
Missing Assignments Found
Other

Submit

- 7. Select the **New Grade**
 - a. Note: the correct Grading Basis will be automatically selected
 - b. If your class offers Writing Requirement, you will be asked for that grade as well.

Term Grade Credits
2198 A 1

Grade Change Reason *
Miscalculation

New Grade *

Please select...
Please select...
A
A-
B+
B
B-
C+
C
C-
D+
D
D-
E
I

- c. 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.