

Semester Grades and Grade Changes - **UB**

I. Semester Grades

All semester grades must be submitted online by the deadline established by the Office of Records and Registration. The specific deadline for submitting grades is published in each semester's Schedule of Classes. Grades are available to students through MyUB. Faculty should not post grades in any place where a student's grade may be seen by others. Doing so is considered an invasion of the student's right of privacy.

II. Change of Grades

Grade changes made subsequent to the submission of semester grades require the completion of a Change of Grade form that may be secured at the office of the appropriate dean. The instructor must fill out the form completely and submit it to the office of the dean in the college or school where the course is owned.