Changing Grades for Prior Terms in Athena

Office of the Registrar
University of Georgia

Changing Grades for Prior Terms

The Process

Instructor submits a grade change

An email notification that a grade change has been submitted is sent to the student and the course approver

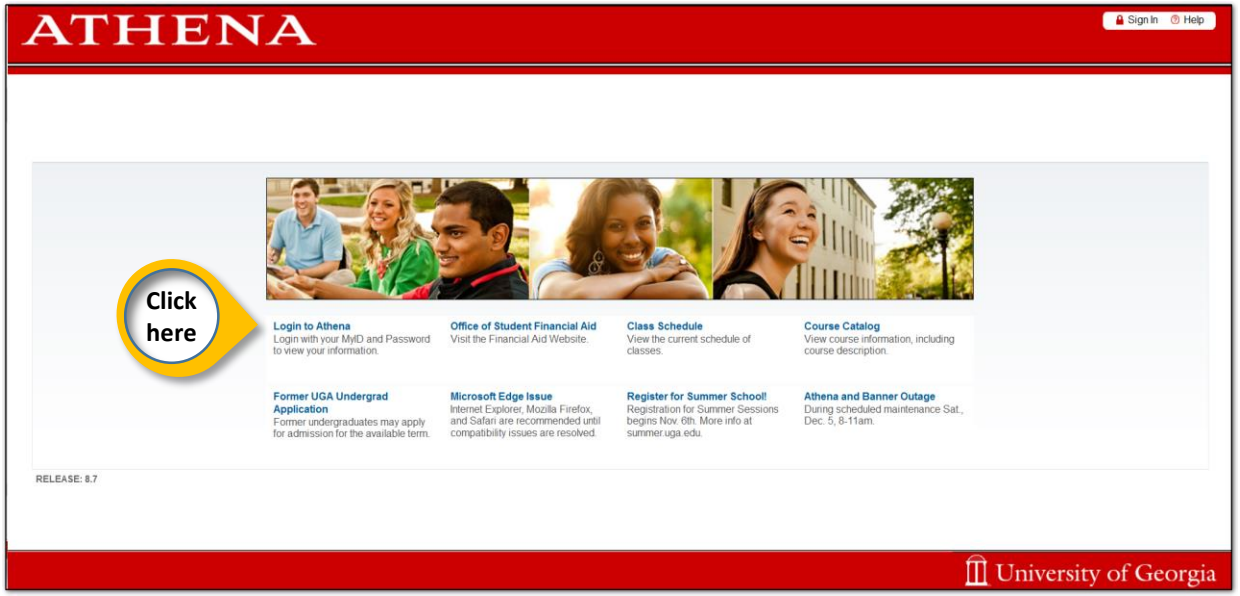
Approver approves or denies the request for a grade change

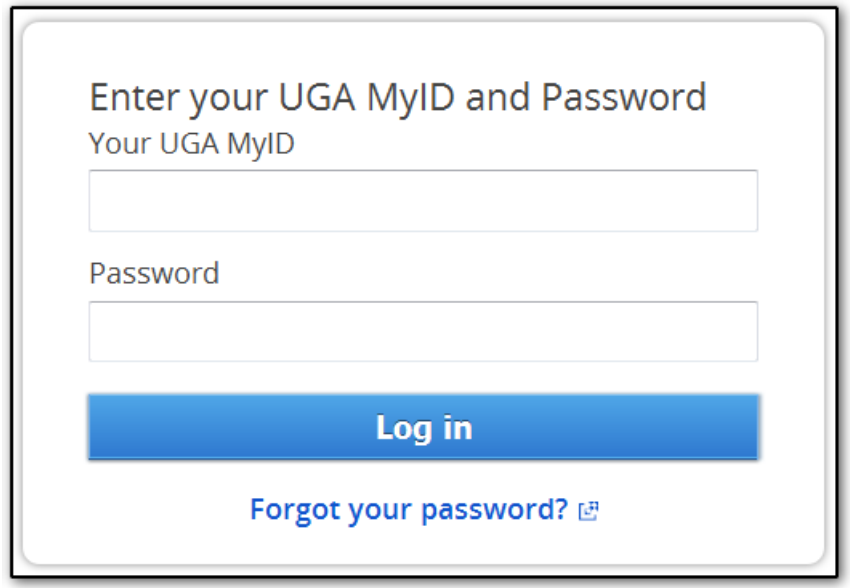
An email notification that a grade change has been approved or denied is sent to the student and instructor

Changing Grades for Prior Terms

Step 1

Log into Athena at www.athena.uga.edu.





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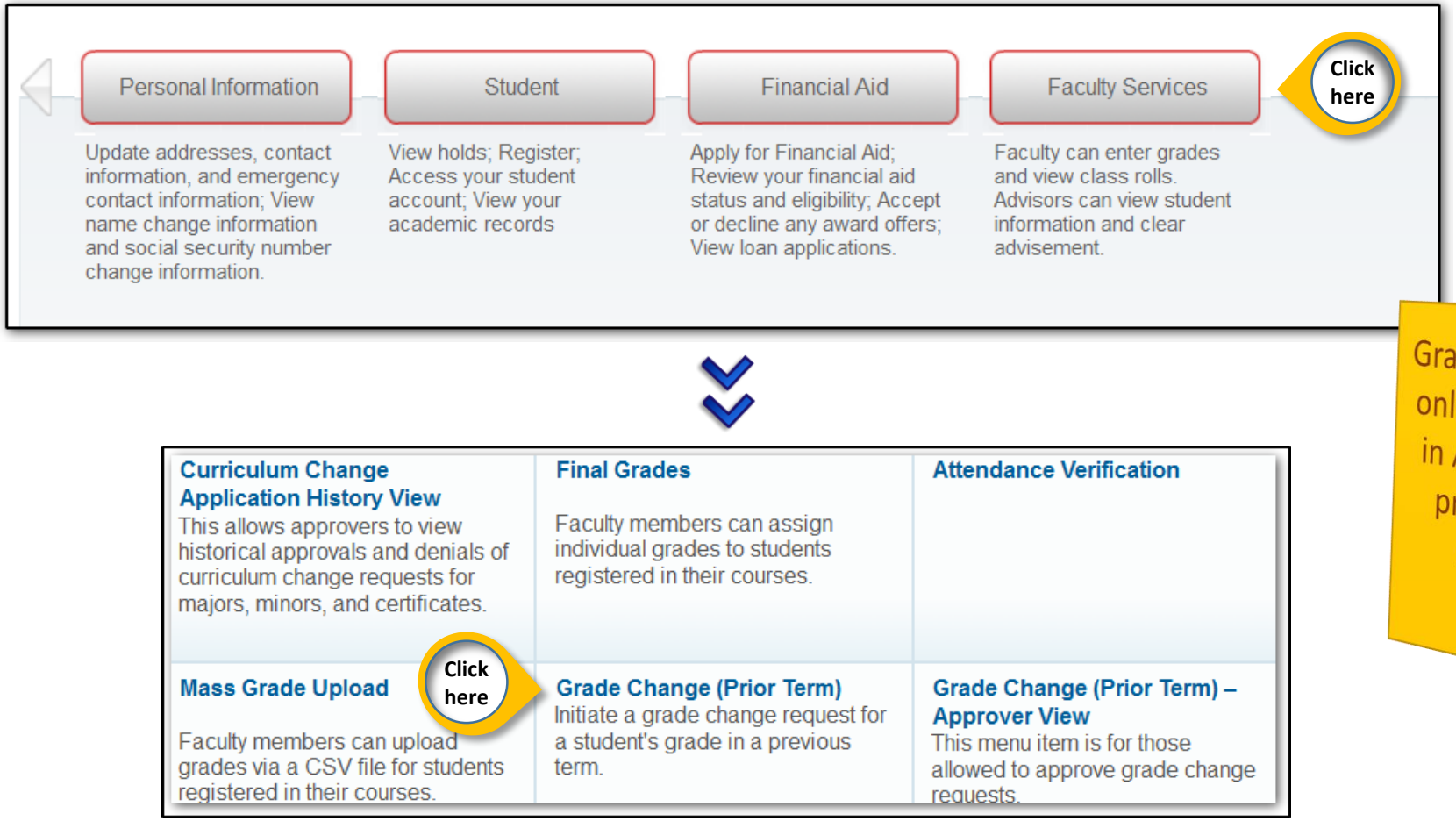
Step 2

Go to Grade Change (Prior Term) Student List



Grade changes can only be processed in Athena for the previous three semesters.

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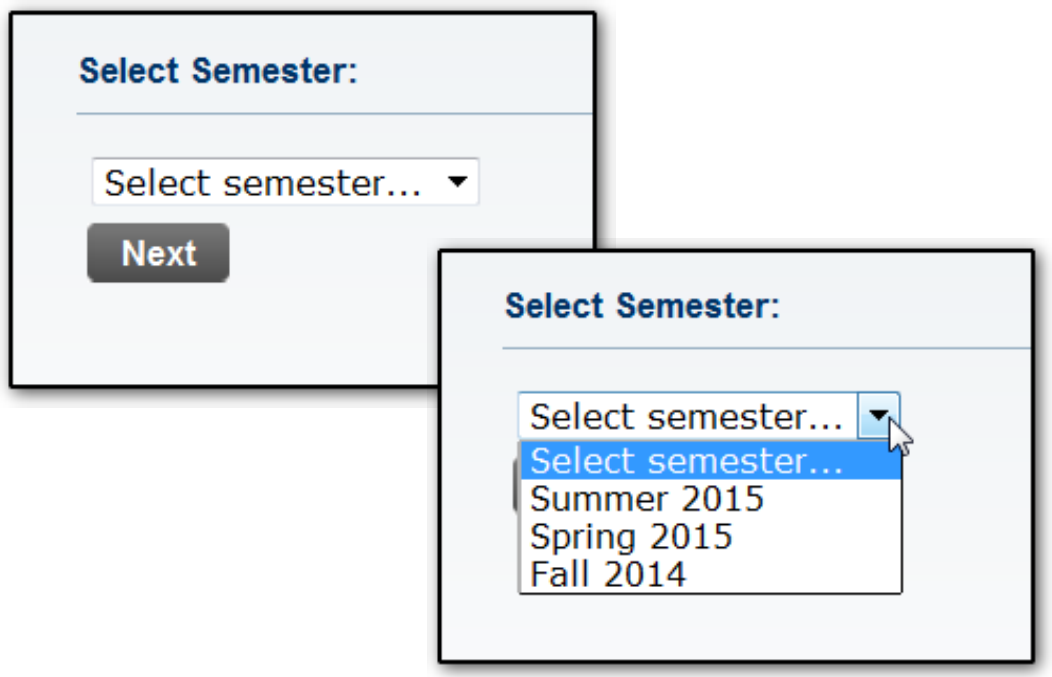
Step 3

Select the semester in which the student needing a grade change was enrolled

Click the dropdown arrow to display the available semesters.

Highlight a term then click the Next button.



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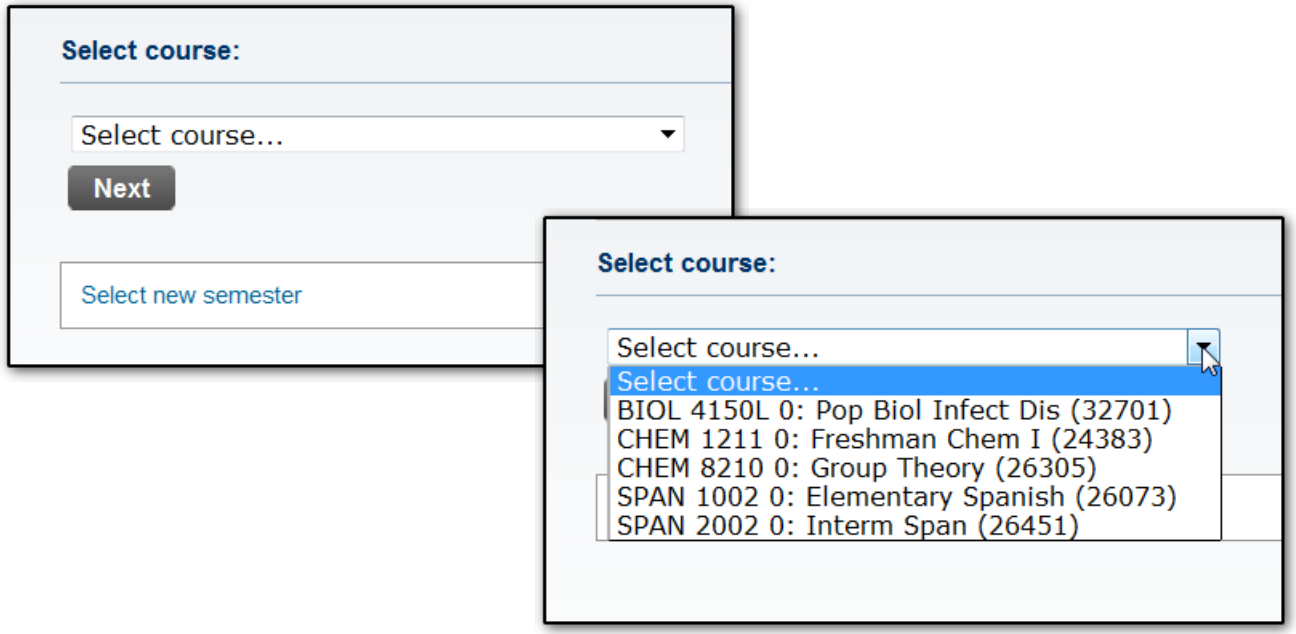
Step 4

Select the course in which a grade change needs to be initiated

Click the dropdown arrow to display the sections in which you were instructor of record for the specified term.

Highlight a course then click the Next button.



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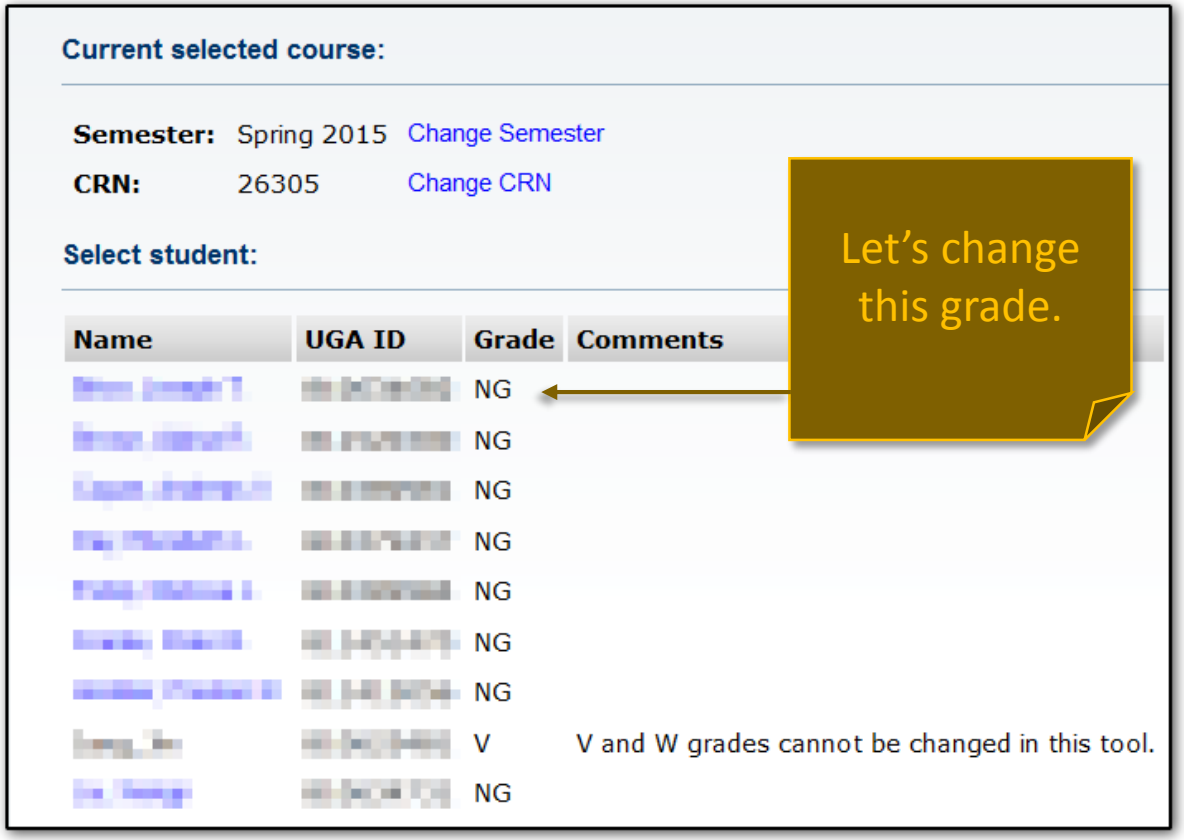
Step 5

Select the student name for which a grade needs to be changed by clicking the name

Only one student may be selected at a time.



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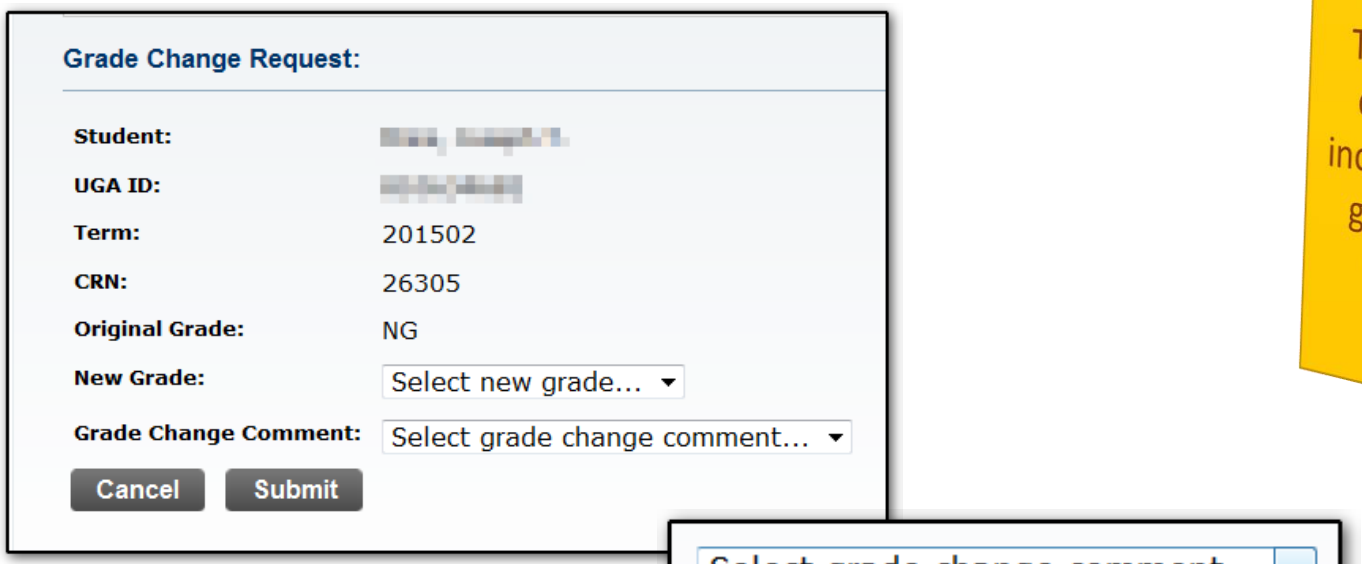
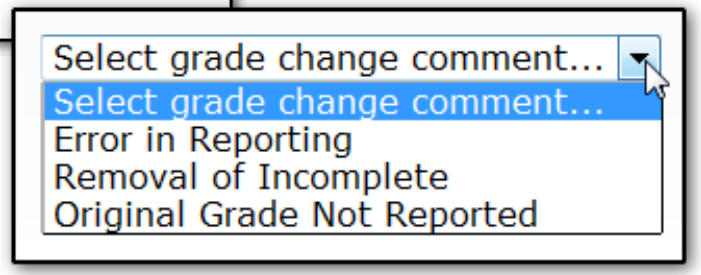
Step 6

Select a New Grade and Grade Change Comment





The New Grade dropdown will include only those grades that are valid for the section.

Click the Submit button to save the request.

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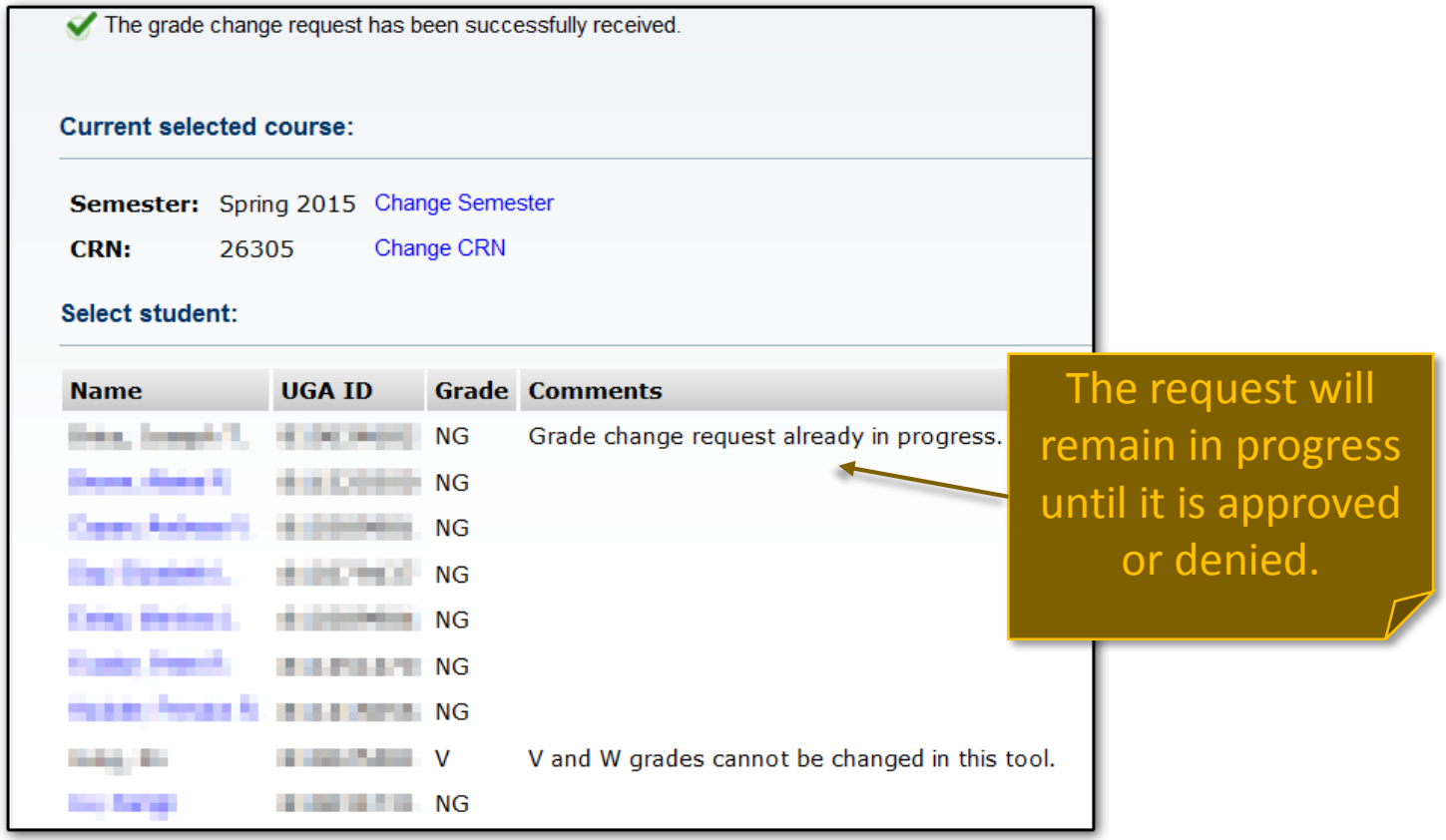
Submitted Request

Success!

Note the green check mark that indicates the grade change request was successfully submitted.



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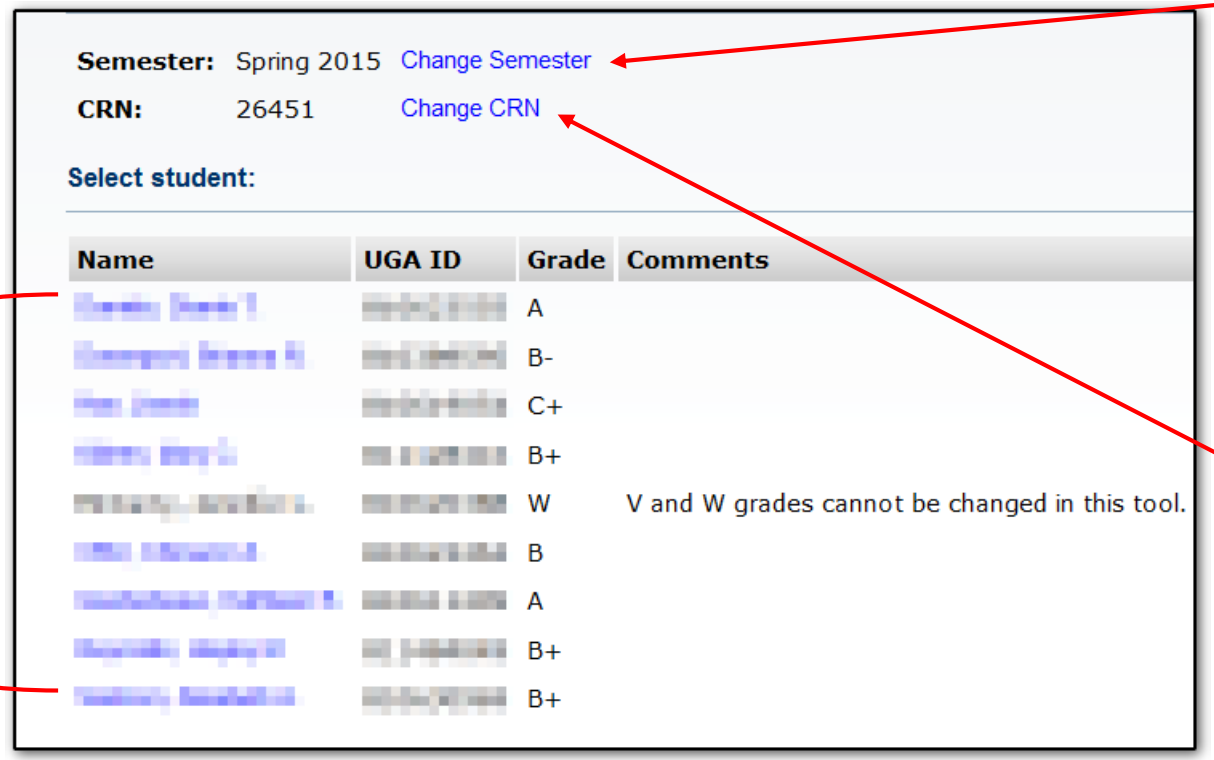
Make Another Request

Choosing another student, CRN, or semester

To select another student, repeat steps 4 – 7.



To select another semester, click Change Semester then repeat steps 2 – 7.

To select another CRN for the same semester, click Change CRN then repeat steps 3 – 7.

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Notes

- Any instructor of record on the section can submit a grade change
- Grade information is not included in email notifications
- After a grade change has been submitted, an email notification that a grade change has been submitted is sent to the student and the course's department head/grade change designee
- After a grade change has been approved or denied by the course's department head/grade change designee, an email notification of the grade change decision is sent to the student and the instructor
- Any grade change submitted by a chair will be immediately approved
- Contact the Office of the Registrar if you have questions or concerns about changing grades for prior terms
  - regsupp@uga.edu
  - 706-542-4040