


Approving/Denying Grade Changes in Athena

*Office of the Registrar
University of Georgia*

A solid red horizontal bar at the bottom of the slide.

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

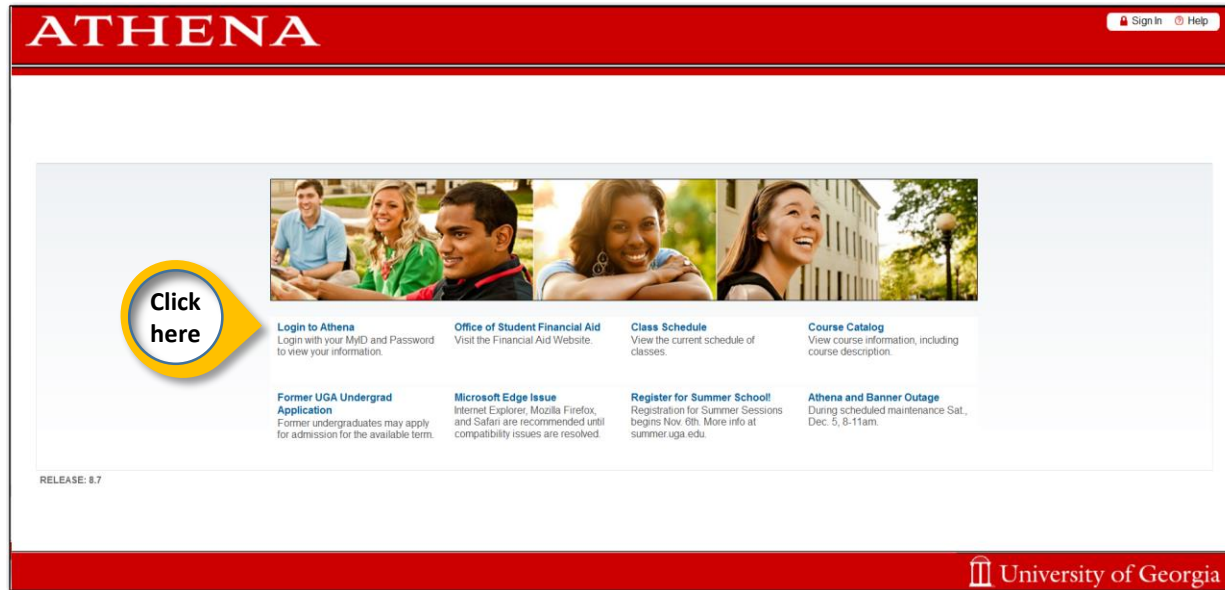
An email notification that a grade change has been approved or denied is sent to the student and instructor

ATHENA

Submit



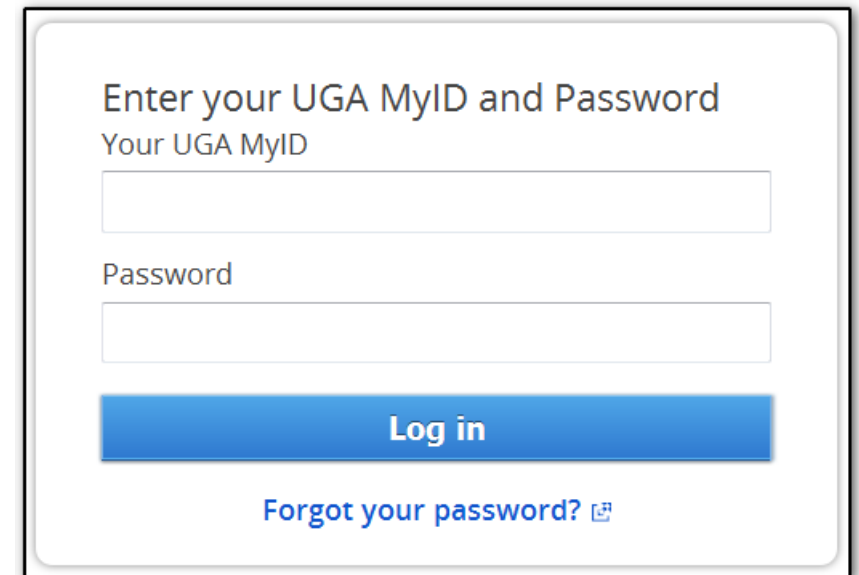
Log into Athena at www.athena.uga.edu.



The screenshot shows the Athena website homepage. At the top, there is a red header with the word "ATHENA" in white. To the right of the header are links for "Sign In" and "Help". Below the header is a large banner image featuring several students. On the left side of the banner, there is a yellow callout bubble with the text "Click here". Below the banner, there are several links and notices:

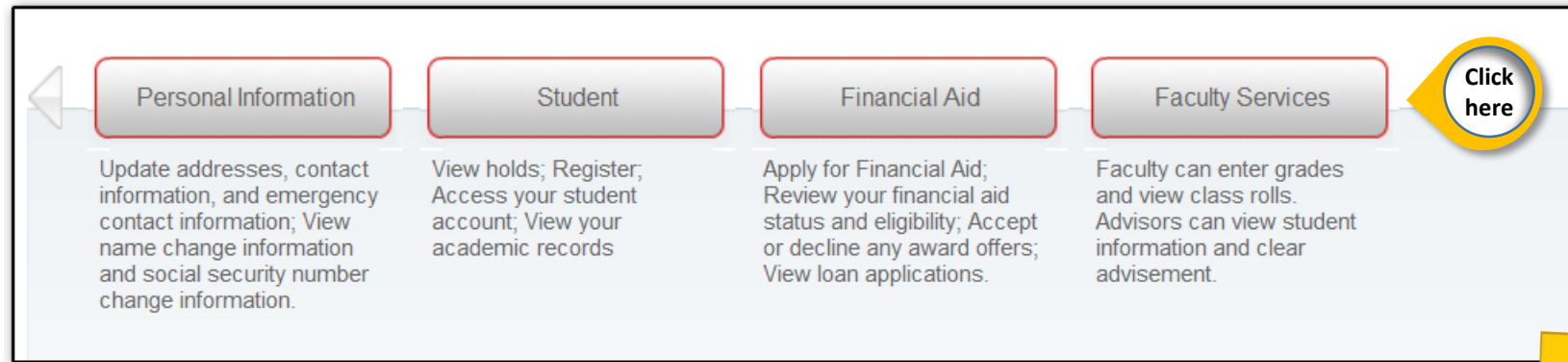
- Login to Athena**: Login with your MyID and Password to view your information.
- Office of Student Financial Aid**: Visit the Financial Aid Website.
- Class Schedule**: View the current schedule of classes.
- Course Catalog**: View course information, including course description.
- Former UGA Undergrad Application**: Former undergraduates may apply for admission for the available term.
- Microsoft Edge Issue**: Internet Explorer, Mozilla Firefox, and Safari are recommended until compatibility issues are resolved.
- Register for Summer School!**: Registration for Summer Sessions begins Nov 9th. More info at summer.uga.edu.
- Athena and Banner Outage**: During scheduled maintenance Sat, Dec. 5, 8-11am.

At the bottom left, it says "RELEASE: 8.7". At the bottom right, there is the University of Georgia logo and the text "University of Georgia".



The screenshot shows the login form on the Athena website. It has a white background with a thin black border. At the top, it says "Enter your UGA MyID and Password". Below this, there are two input fields: "Your UGA MyID" and "Password". Below the input fields is a blue button with the text "Log in". At the bottom, there is a link that says "Forgot your password?" with an external link icon.

Go to Grade Change (Prior Term) Student List



Mass Grade Upload Faculty members can upload grades via a CSV file for students registered in their courses.	Grade Change (Prior Term) Initiate a grade change request for a student's grade in a previous term.	Grade Change (Prior Term) – Approver View This menu item is for those allowed to approve grade change requests.
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Grade changes can only be processed in Athena for the previous three semesters. ✓

Click “Review” next to the student for which a grade change review is needed

4 Grade Change requests need to be reviewed:

	Term	Course (CRN)	Student Name	Instructor
Review	Spring 2015	SPAN 6850 Span Applied Ling (25389)	[Student Name]	[Instructor Name]
Review	Spring 2015	CHEM 8240 Trans Metal Chem (23031)	[Student Name]	[Instructor Name]
Review	Spring 2015	CHEM 2211 Mod Organic Chem I (23395)	[Student Name]	[Instructor Name]
Review	Spring 2015	CHEM 1211 Freshman Chem I (24383)	[Student Name]	[Instructor Name]

[Search Past Requests](#)

Only one student
may be selected at
a time.



Review grade change information

To Approve

Click the Approve button



Grade Change Details

Date Requested	DEC 03 2015 16:43
Instructor	[Redacted]
Student	[Redacted]
Term	Spring 2015
Course	SPAN 6850 Span Applied Ling (25389)
Original Grade	A
New Grade	A-
Grade Change Comment	Factual Error in Grading
Comment (optional)	<input type="text"/>

To Deny

Add a comment and click the Deny button

Success!

When a grade change is successful, it will be removed from the list.

✓ Grade change request successfully approved.

3 Grade Change requests need to be reviewed:

	Term	Course (CRN)	Student Name	Instructor
Review	Spring 2015	CHEM 8240 Trans Metal Chem (23031)	[Redacted]	[Redacted]
Review	Spring 2015	CHEM 2211 Mod Organic Chem I (23395)	[Redacted]	[Redacted]
Review	Spring 2015	CHEM 1211 Freshman Chem I (24383)	[Redacted]	[Redacted]

[Search Past Requests](#)



Click the link on Pending Request page to review Past Requests

Pending Requests page

Click here

Grade change request successfully approved.

3 Grade Change requests need to be reviewed:

	Term	Course (CRN)
Review	Spring 2015	CHEM 8240 Trans Metal Chem
Review	Spring 2015	CHEM 2211 Mod Organic Chem
Review	Spring 2015	CHEM 1211 Freshman Chem I

[Search Past Requests](#)

UGA ID:

Search Results (23 results found):

Term	Course (CRN)	Student Name	Instructor	Status	Date	Chair/Approver
201502	SPAN 6850 (25389)	Lawrence, Kelly P. (20027902)	Frank, Kristin L.	APPROVED	2015-DEC-03	Wickel, James J.
201502	SPAN 2002 (26451)	Grady, Bruce S. (20027902)	Wickel, James J.	APPROVED	2015-DEC-08	Wickel, James J.
201502	SPAN 2002 (26451)	Wickel, James J. (20027902)	Wickel, James J.	REQUESTED	2015-DEC-08	
201502	SPAN 2002 (26451)	Wickel, James J. (20027902)	Wickel, James J.	APPROVED	2015-DEC-03	Wickel, James J.
201502	JURI 4020 (28757)	Wickel, James J. (20027902)	Wickel, James J.	DENIED	2015-DEC-07	Wickel, James J.
201502	CHEM 1211 (24383)	Wickel, James J. (20027902)	Wickel, James J.	DENIED	2015-DEC-07	Wickel, James J.
201502	CHEM 8240 (23031)	Wickel, James J. (20027902)	Frank, Kristin L.	APPROVED	2015-DEC-03	Wickel, James J.
201502	CHEM 2211 (23395)	Wickel, James J. (20027902)	Frank, Kristin L.	DENIED	2015-DEC-03	Wickel, James J.
201502	SPAN 2002 (26451)	Wickel, James J. (20027902)	Frank, Kristin L.	APPROVED	2015-DEC-03	Wickel, James J.
201502	CHEM 1211 (24383)	Wickel, James J. (20027902)	Wickel, James J.	REQUESTED	2015-DEC-07	

Result Sets: [* \[1 - 10 \]](#) [11 - 20](#) [21 - 23](#)

[Grade Change - Pending Requests](#)

Past Requests page

Features

Student search

UGA ID:

Submit

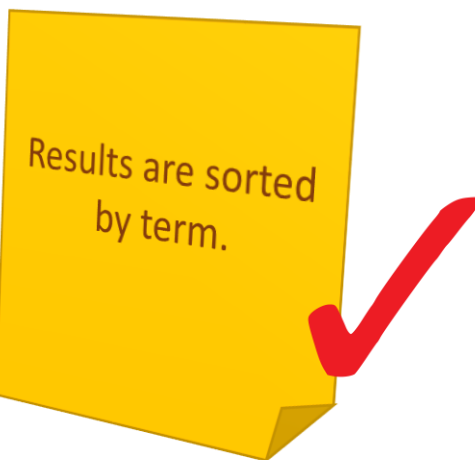
Search Results (23 results found):

Term	Course (CRN)	Student Name	Instructor	Status	Date	Chair/Approver
201502	SPAN 6850 (25389)	Levinson, Peter P. (200275007)	Frankel, Robert L.	APPROVED	2015-DEC-03	Wright, James J.
201502	SPAN 2002 (26451)	Conrad, Jason T. (200275007)	Wright, James J.	APPROVED	2015-DEC-08	Wright, James J.
201502	SPAN 2002 (26451)	Wright, James J. (200275007)	Wright, James J.	REQUESTED	2015-DEC-08	
201502	SPAN 2002 (26451)	Wright, James J. (200275007)	Wright, James J.	APPROVED	2015-DEC-03	Wright, James J.
201502	JURI 4020 (28757)	Wright, James J. (200275007)	Wright, James J.	DENIED	2015-DEC-07	Wright, James J.
201502	CHEM 1211 (24383)	Wright, James J. (200275007)	Wright, James J.	DENIED	2015-DEC-07	Wright, James J.
201502	CHEM 8240 (23031)	Wright, James J. (200275007)	Wright, James J.	APPROVED	2015-DEC-03	Wright, James J.
201502	CHEM 2211 (23395)	Wright, James J. (200275007)	Wright, James J.	DENIED	2015-DEC-03	Wright, James J.
201502	SPAN 2002 (26451)	Wright, James J. (200275007)	Wright, James J.	APPROVED	2015-DEC-03	Wright, James J.
201502	CHEM 1211 (24383)	Wright, James J. (200275007)	Wright, James J.	REQUESTED	2015-DEC-07	

Result Sets: [* \[1 - 10 \]](#) [11 - 20](#) [21 - 23](#)

Links to Pending Requests

[Grade Change - Pending Requests](#)



- After a grade change has been approved or denied, an email notification of the grade change decision is sent to the student and the instructor
- Grade change requests will expire after 30 days.
- Contact the Office of the Registrar if you have questions or concerns about approving grade changes in Athena
 - regsupp@uga.edu
 - 706-542-4040