Approving/Denying Grade Changes in Athena

Office of the Registrar
University of Georgia
The Process

1. Instructor submits a grade change
2. An email notification that a grade change has been submitted is sent to the student and the course approver
3. Approver approves or denies the request for a grade change
4. An email notification that a grade change has been approved or denied is sent to the student and instructor
Log into Athena at www.athena.uga.edu.
Approving/Denying Grade Changes in Athena

Accessing Pending Requests

Go to Grade Change (Prior Term) Student List

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.
Review Request
To Approve
Click the Approve button

To Deny
Add a comment and click the Deny button

Review grade change information

Grade Change Details
- Date Requested: DEC 03 2015 16:43
- Instructor: [Instructor Name]
- Student: [Student Name]
- 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):
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When a grade change is successful, it will be removed from the list.

Success!

<table>
<thead>
<tr>
<th>Term</th>
<th>Course (CRN)</th>
<th>Student Name</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Spring 2015</td>
<td>CHEM 8240 Trans Metal Chem (23031)</td>
<td>Student Name 1</td>
<td>Instructor Name 1</td>
</tr>
<tr>
<td>Review Spring 2015</td>
<td>CHEM 2211 Mod Organic Chem I (23395)</td>
<td>Student Name 2</td>
<td>Instructor Name 2</td>
</tr>
<tr>
<td>Review Spring 2015</td>
<td>CHEM 1211 Freshman Chem I (24383)</td>
<td>Student Name 3</td>
<td>Instructor Name 3</td>
</tr>
</tbody>
</table>

Search Past Requests

Note the green check mark which indicates a successful approval or denial.
Click the link on Pending Request page to review Past Requests.
Features

- Student search
- Click to scroll through past requests
- Links to Pending Requests

Results are sorted by term.
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