Changing Grades for Prior Terms in Athena
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**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
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Step 1

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

Let's change this grade.
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Select a New Grade and Grade Change Comment

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.

The request will remain in progress until it is approved or denied.
Choosing another student, CRN, or semester

To select another student, repeat steps 4 – 7.

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

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