



**STEP 1: Login to Athena**

- Go to <https://Athena.uga.edu>
- Enter your UGA MyID and password
- Enter your Duo Credentials

**STEP 2: Review grade change requests for prior terms**

- Click on the **Faculty & Advisor** tab
- Select **Classes & Grades**
- Select a **Grade Change (Prior Term) – Approver View**
- Click on **Approve All**, or click on **Review Decision** for individual decisions
- A **Comment** is required for a denied request
- Select **Save All**

**STEP 3: Search for previous grade change requests**

- Click on **Search All Requests Statuses**
- Enter one or more filters
- Select **Search**

For technical support, email [helpdesk@uga.edu](mailto:helpdesk@uga.edu)

For faculty support, email [regsupp@uga.edu](mailto:regsupp@uga.edu)

**Approver View Screenshot:**

**Grade Change (Prior Term) - Approver View**

Select review decision from the drop down.

**Approve All** ← The User has the option to approve all grade change requests all one time...

7 Grade Change requests need to be reviewed.

Term	Course (CRN)	Student UGA ID	Student Name	Instructor	Date Requested	Current Grade	New Grade	Grade Change Comment	Review Decision *	Comment	Clear
Spring 2023	ARST 4210 Special Topics in Photography (65487)				JUL 05 2023 09:33 AM	A	A-	Error in Reporting	Approve Deny		
Spring 2023	ARST 2100 Intro Painting and Visually (40507)				JUL 06 2023 04:09 PM	A	B+	Removal of Incomplete	Approve Deny		
Spring 2023	ARST 4210 Special Topics in Photography (65487)				JUL 05 2023 09:33 AM	A	A-	Error in Reporting	Approve		Clear
Spring 2023	ARST 4500 Advanced Ceramics (61880)				JUL 06 2023 04:09 PM	A	B	Original Grade Not Reported	Deny	Final exam has not yet been graded	Clear
Spring 2023	ARST 4500 Advanced Ceramics (61880)				JUL 06 2023 04:08 PM	A-	A	Error in Reporting			
Fall 2022	CHEM 1212 General Chemistry II (51554)				JUN 06 2023 01:36 PM	C	D	Error in Reporting	Approve		Clear
Fall 2022	CHEM 1212 General Chemistry II (51554)				JUN 26 2023 11:31 AM	B-	B	Error in Reporting	Deny	Student still missing assignments	Clear

**Save All** **Cancel**

**Search All Request Statuses** ← Link to view historical requests

\* represents a required field.