

Quick Reference for Approving/Denying Grade Changes in Athena

Step 1

Login to Athena

- Open an internet browser and go to <https://athena.uga.edu>
- Click "Login to Athena"
- Enter your UGA MyID and password, then click "Log In"

Step 2

Accessing Pending Grade Change Requests

- Open the Faculty-Specific Athena pages by clicking "Faculty Services"
- Click Approver view
(Change Grades (Prior Term) - Approver View)

Step 3

Processing a Pending Grade Change Request

- Click "Review" next to the desired student
- Review the New Grade information
- **Add an optional comment *only* if the grade change will be denied**
- Click "Approve" or "Deny"

Notes

- Requests to review grade changes expire after 30 days
- If you are denying a grade change request, enter your comment before you select the Deny option
- Approved/Denied requests are removed from the pending requests list
- Click "Search Past Requests" on the Pending Requests page to view completed requests

Sample Pending Requests page

5 Grade Change requests need to be reviewed:

	Term	Course (CRN)	Student Name	Instructor
Review	Spring 2015	SPAN 2002 Intern Span (26451)	John, Brandon	Wynne, Robert
Review	Spring 2015	SPAN 6850 Span Applied Ling (25389)	Wynne, Robert	Wynne, Robert
Review	Spring 2015	CHEM 8240 Trans Metal Chem (23031)	Wynne, Robert	Wynne, Robert
Review	Spring 2015	CHEM 2211 Mod Organic Chem I (23395)	Wynne, Robert	Wynne, Robert
Review	Spring 2015	CHEM 1211 Freshman Chem I (24383)	Wynne, Robert	Wynne, Robert

[Search Past Requests](#)

Sample of Student

Grade Change Details

Date Requested: DEC 07 2015 14:13
Instructor: Wynne, Robert
Student: Wynne, Robert
Term: Spring 2015
Course: CHEM 1211 Freshman Chem I (24383)
Original Grade: C-
New Grade: C+
Grade Change Comment: Factual Error in Grading
Comment (optional):

Sample of Successful Approval

✓ Grade change request successfully approved.

4 Grade Change requests need to be reviewed:

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

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