The Online Grade Change process has been revised to allow online grade changes for undergraduate and graduate students.

Please follow the updated directions in this guide to process your online grade change.
Undergraduate Grade Change
1. Faculty member will log into ASAP
2. On the Faculty Services page, select Online Student Grade Change.
3. Select Undergraduate Grade Change

Please select which type of grade change you would like to make.

- Undergraduate Grade Change
- Graduate Student Grade Change

Back to Menu
4. Select Term

As a reminder, grade changes are only available for one calendar year for both undergraduate and graduate students.
5. Select the CRN for the course the student is in.

If a faculty member is teaching multiple courses per semester, make sure to drop down the menu to see all CRNs.
6. Roster of students will populate, select student to update

The course roster displays the course title, CRN and number of students registered. Students are listed in alpha order, 50 names per page.

**Course Information**

**Neurobiology - BIO 3433 001**

CRN: 21550

Students Registered: 64

Record Sets: 1 - 50 51 - 64

Select New Term  Select New CRN
7. Select the new grade from the drop down menu.
The only reason available for changing one letter grade to another letter grade is IC - Instructor Correction.

The only reason available for changing IN to a letter grade is MC - Make-up work complete.

The two reasons available for changing NR grade to a letter grade are LG – Late Grade and IC – Instructor Error.
Grade Changes for Student Athletes

In Fall 2011, another column was added to identify student athletes.

For student athletes, a reason must be entered in the text box to be submitted.

**Online Grade Changes**

Because this student is identified as a student-athlete, additional information is required. Please provide the rationale for this grade change in the space below. (You may enter up to 500 characters.)

Update
Once you have selected the new grade and the reason for the grade change, click Submit.
8. Confirmation will appear, updated grade viewable on class roster

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Current Grade</th>
<th>Previous Grade</th>
<th>Last Grade Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>C</td>
<td>B</td>
<td>16-FEB-2009</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>D</td>
<td>F</td>
<td>16-FEB-2009</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>D</td>
<td>F</td>
<td>16-FEB-2009</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>A</td>
<td>B</td>
<td>27-FEB-2009</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>A</td>
<td>B</td>
<td>27-FEB-2009</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>D</td>
<td>F</td>
<td>27-FEB-2009</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>D</td>
<td>F</td>
<td>27-FEB-2009</td>
</tr>
</tbody>
</table>

- The new grade appears under current grade column
- The previous grade appears under the previous grade column
- Date of grade change is displayed
9. Email confirmations sent

- Email confirmations sent to:
  - Faculty
  - Student
  - Office of the Registrar
Addendum to Online Grade Change

The Online Grade Change cannot be used in the following circumstances
• Letter grade to “IN”
• Letter grade to “W”
• Grade changes over a year old

The above grade changes must be submitted to the Office of the Registrar using the most current version of the Change of Grade form with all required signatures. A PDF version of the change of grade is available under the faculty services tab on ASAP.

Reminder: letter grades to “IN” must be accompanied with a completed Requirements for Removal of Incomplete form attached.
Graduate Grade Change
Faculty members will now be able to change grades assigned to students in graduate level courses in ASAP.

Grades updated in ASAP must meet the following criteria:

- Original grade must be a grade of a “B” or higher
- New grade must be a grade of a “B” or higher
- Student must be in good standing

Grades that are lower that a “B” must be submitted through the paper change of grade. Change of Grade PDF is available under the Faculty Services tab on ASAP.
1. Faculty Member will log into ASAP

ASAP Login

- myUTSA ID or Banner User ID
- Passphrase or PIN

Log in
Forgot PIN?
Forgot / Reset Passphrase?

Acceptable Use Policy

Log in to ASAP to:
- Register for classes
- Add/drop classes
- Apply for or accept financial aid
- Order a parking permit
- Check registration status
- Check admissions application status
- Apply for graduation
- DegreeWorks

Alerts / Announcements

- Visit http://utscu.edu/ot/alerts.cfm for the latest OIT system alerts announcements

There is a new way to order your official UTSA transcript!
For more information, check out the Registrar's Office Transcript Services webpage: https://utscu.edu/registrar/transcripts
Order my Transcript: https://transcript.utscu.edu
2. On the Faculty Services page, select Online Student Grade Change
3. Select Graduate Grade Change

Online Grade Changes

Please select which type of grade change you would like to make.

Undergraduate Grade Change

Graduate Student Grade Change

Back to Menu
4. Select Term

As a reminder, grade changes are only available for one calendar year for both undergraduate and graduate students.
5. Select the CRN for the course the student is in

If a faculty member is teaching multiple courses per semester, make sure to drop down the menu to see all CRNs.

CRN: Multicultural Issues Higher Edu – 22696

Submit

Select New Term
6. Roster of students will populate, select student to update

Note: The policy for only grades of “B” or better will be stated above the roster of students.

Notes will also appear to the right of roster if grade change is not allowed.
6. Roster of students will populate, select student to update

Note: Grades of CR/NC is available via the Online Change of Grade. CR/NC grades will not affect academic standing.

Notes will also appear to the right of roster if grade change is not allowed.
7. Select the new grade from the drop down menu

Note: Only grades of “B” to “A+” are available to submit
7. Select the new grade from the drop down menu

Note: CR/NC is available. CR/NC grades will not affect academic standing.
The only reason available for changing one letter grade to another letter grade is IC - Instructor Correction.

The two reasons available for changing NR grade to a letter grade are LG – Late Grade and IC – Instructor Error.
Grade Changes for Student Athletes

In Fall 2011, another column was added to identify student athletes.

For student athletes, a reason must be entered in the text box to be submitted.

**Online Grade Changes**

![Image of online grade change form]

*Because this student is identified as a student-athlete, additional information is required. Please provide the rationale for this grade change in the space below.*

(You may enter up to 500 characters.)

Update
8. Confirmation will appear, updated grade viewable on class roster
8. Confirmation will appear, updated grade viewable on class roster

Online Graduate Grade Changes

Grade change submitted for [redacted] The grade change of CR for [redacted] for course Multicultural Issues Higher Edu - HSA - 5203.0B6 (CRN 22696) in Fall 2019 (202010) has been submitted

Course Information
Multicultural Issues Higher Edu - HSA 5203 0B6
CRN: 22696
Students Registered: 20

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>myUTSA ID</th>
<th>Athlete</th>
<th>Current Grade</th>
<th>Days in Queue</th>
<th>Previous Grade</th>
<th>Last Grade</th>
<th>Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CR</td>
<td></td>
<td>NC</td>
<td></td>
<td>11-SEP-2020</td>
</tr>
</tbody>
</table>

Graduated. No online grade changes allowed.

Graduated. No online grade changes allowed. No grade changes to grade less than B

Graduated. No online grade changes allowed.
9. Email confirmations sent

- Email confirmations sent to:
  - Faculty
  - Student
  - Office of the Registrar
Addendum to Online Grade Change

The Online Grade Change cannot be used in the following circumstances
- Letter grade to “IN” (undergraduate courses)
- Letter grade to “W”
- Grade changes over a year old
- For graduate courses, “IN” to letter grade is currently not available

The above grade changes must be submitted to the Office of the Registrar using the most current version of the Change of Grade form with all required signatures. A PDF version of the change of grade is available under the faculty services tab on ASAP.

Reminder: letter grades to “IN” must be accompanied with a completed Requirements for Removal of Incomplete form attached.
QUESTIONS?

Questions can be emailed to:

Student Records Staff at records@utsa.edu