

UTSA[®]

The University of Texas at San Antonio[™]

Office of the Registrar

Online Grade Change

September 11, 2020

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

UTSA The University of Texas at San Antonio

myUTSA Info For Maps Directory UTSA Calendar About UTSA

Admissions Academics Research Athletics Campus Life Community Outreach Alumni Giving to UTSA

ASAP

Automated Student Access Program

ASAP Login

myUTSA ID or Banner User ID

Passphrase or PIN


[Acceptable Use Policy](#)

This computer application is the property of the University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

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://utsa.edu/oit/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://utsa.edu/registrar/transcripts>
Order my Transcript: <https://transcript.utsa.edu>

[UTSA DegreeWorks from Video Production Group at UTSA on Vimeo.](#)

2. On the Faculty Services page, select Online Student Grade Change

Faculty Services

[Faculty Services Help](#)

Select this link for Help on Options available on this Faculty Menu.

[Term Selection](#)

Select the term that you wish to view your class schedule. Depending on the time of year, you can select previous, current, or future terms to view.

[CRN Selection](#)

CRN means Course Reference Number. The five-digit CRN represents the Call Number in the previous system. All CRN's assigned to you will appear in the drop down list box. Decide which class

[Faculty Detail Schedule](#)

This web page represents detailed course information for the term that you are presently viewing, including the number of students that have registered for your classes at the moment that Room location(s), and whether or not you are listed as the Primary Instructor of Record.

[Faculty Schedule by Day and Time](#)

This web page includes a schedule matrix that places your courses according to the day and time you are teaching. While each class displays the Building and Room as well as the exact time

[Detail Class List](#)

The Detailed Class List includes detail information about those students who have registered for your class, such as what their college, department, and major is presently. You can click the F

[Summary Class List](#)

This list gives you summary data on each student who has signed up for your class, such as their college, department, and major. You can click the html link embedded in the student's nam

[Class Photo List](#)

This list gives you a photo of each student who has registered for your class.

[Summary Wait List](#)

[Mid Term Grades](#)

Early grade reports are required for all undergraduates. Faculty members are required to report midterm grades seven weeks into the semester during the Fall and Spring Semesters. All und to develop a plan to improve their grades.

[Requirements for Removal of Incomplete Form](#)

This web page will allow you to electronically submit a Requirements for Removal of Incomplete Form to the registrar's Office. This form must be completed before an Incomplete Final Grade

[Final Grades](#)

Final grade submission via the web will be consistent with University policy; the only difference is that these grades will be submitted electronically instead of using paper forms. Faculty should **upper right side of these web pages to view the final grade submission schedule for present and future terms.**

[Registration Overrides](#)

[Look-Up Classes](#)

[Student Menu](#)

The Student Menu allows you to view personal information about the students in your class, such as their address, phone, and email information if available.

[Download Class Rosters, Grade Rosters, etc.](#)

This option links faculty to the BusinessObjects Enterprise web-based reporting system and allows the downloading of class rosters, grade reports and other student information from the class **access from off-campus requires Virtual Private Network (VPN) access.**

[Instructions for Downloading Class Rosters, Grade Rosters, etc.](#)

This is a PowerPoint demo that shows faculty how to use this option.

[Undergraduate Online Change of Grade Instructions \(PDF\)](#)

Instructions for using the Online Change of Grade option.

[Online Student Grade Change](#)

Online grade change for students

[Change of Grade Form \(PDF\)](#)

Change of grade form for graduate students or for grade changes over a year old.

[Course Evaluation Listing](#)

Click here to view the list of students who completed Course Evaluations

3. Select Undergraduate Grade Change

[Personal Information](#) [Future Roadrunner](#) [Student Services](#) [Fiscal Services](#) [Financial Aid](#) [FERPA Release](#) [Faculty Services](#) [Employee](#)

Search

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](#)

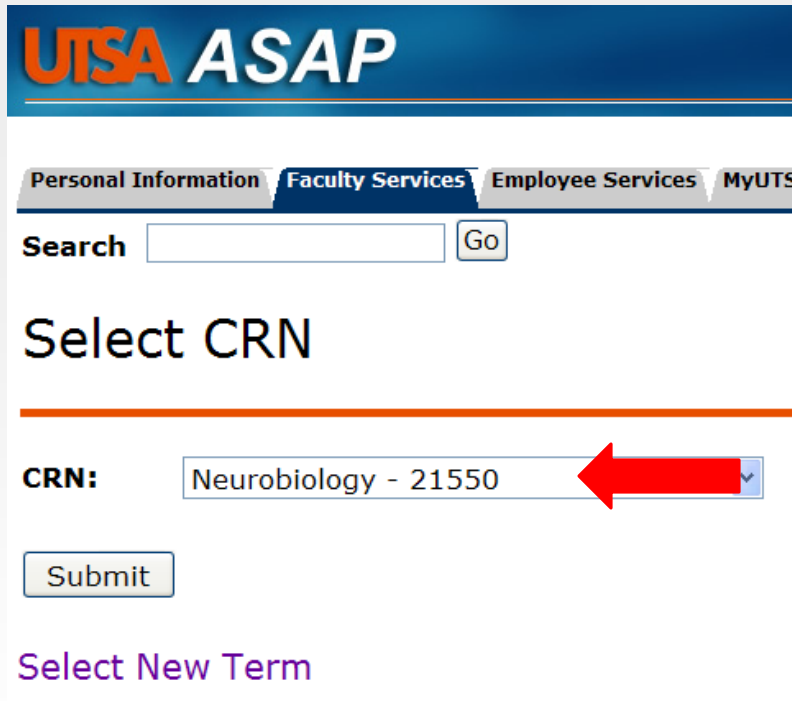
4. Select Term

As a reminder, grade changes are only available for one calendar year for both undergraduate and graduate students

The screenshot shows a navigation bar with the following tabs: Personal Information, Future Roadrunner, Student Services, Fiscal Services, Financial Aid, FERPA Release, and Faculty Services. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Select Term' and features a dropdown menu labeled 'Select a Term:' with the selected option 'Summer 2020 (202030)'. A 'Submit' button is located below the dropdown menu.

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



The screenshot shows the UTSA ASAP web interface. At the top, there is a navigation bar with tabs for 'Personal Information', 'Faculty Services', 'Employee Services', and 'MyUTSA'. Below the navigation bar is a search area with a text input field and a 'Go' button. The main heading is 'Select CRN'. Below this heading is a form with a label 'CRN:' followed by a dropdown menu. The dropdown menu is currently displaying 'Neurobiology - 21550'. A red arrow points to the dropdown arrow icon. Below the dropdown menu is a 'Submit' button. At the bottom of the form, there is a link that says 'Select New Term'.

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](#)

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|---------------------|-------------------|----------------------|-----------------------|-------------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | F | | |

7. Select the new grade from the drop down menu

UTSA ASAP

Personal Information Faculty Services Employee Services MyUTSA mail ASAP FA

Search Go

Online Grade Changes

| Student Name ID | Grade Change / Reason |
|---|---|
| <input type="text"/> @ <input type="text"/> | F <input type="text"/> IC - Instructor Error <input type="text"/> |

[Return to Roster](#) [Select New Term](#) [Select New CRN](#)

Select the new grade and reason for grade change from the drop down menu

| Student Name | ID | Grade Change / Reason | |
|--------------|--------------|-----------------------|-----------------------|
| [Redacted] | @ [Redacted] | F | IC - Instructor Error |

The only reason available for changing one letter grade to another letter grade is IC- Instructor Correction

| Student Name | ID | Grade Change / Reason | |
|--------------|--------------|-----------------------|----------------------------|
| [Redacted] | @ [Redacted] | A | MC - Make-up work complete |

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

| Student Name | ID | Grade Change / Reason | |
|--------------|-----------------|-----------------------|---|
| [Redacted] | 1. @ [Redacted] | A | LG - Late Grade IC - Instructor Error LG - Late Grade |

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

Submit

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

| | |
|--|---|
| | Athlete Grade Change / Reason |
| | Yes <input type="checkbox"/> B <input type="button" value="v"/> IC - Instructor Correction <input type="button" value="v"/> |

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


UTSA ASAP Au

Personal Information Faculty Services Employee Services MyUTSA mail ASAP FA

Search Go

Online Grade Changes

| Student Name | ID | Grade Change / Reason | |
|----------------------|------------------------|-----------------------|-------------------------|
| <input type="text"/> | @ <input type="text"/> | D ▾ | IC - Instructor Error ▾ |



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

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|--------------|------------|---------------|----------------|------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | D | F | 27-FEB-2009 |

- 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 than a “B” must be submitted through the paper change of grade. Change of Grade PDF is available under the Faculty Services tab on ASAP

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UTSA The University of Texas at San Antonio

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Change of grade form for graduate students or for grade changes over a year old.

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[Personal Information](#) [Future Roadrunner](#) [Student Services](#) [Fiscal Services](#) [Financial Aid](#) [FERPA Release](#) [Faculty Services](#) [Employee](#)

Search

Online Grade Changes

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[Undergraduate Grade Change](#)

[Graduate Student Grade Change](#)

[Back to Menu](#)

4. Select Term

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Personal Information **Future Roadrunner** **Student Services** **Fiscal Services** **Financial Aid** **FERPA Release** **Faculty Services**

Search

Select Term

Select a Term:


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

Personal Information **Future Roadrunner** **Student Services** **Fiscal Services** **Financial Aid** **FERPA Release** **Faculty Services**

Search

Select CRN

CRN: 

[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.

Online Grade Changes

At this time, Online Grade Changes for graduate level are only allowed for grade changes of a grade of 'B' or higher. Grade Changes below a 'B' may affect a student's academic standing; therefore, a paper change of grade is required.

Course Information

Multicultural Issues Higher Edu - HSA 5203 0B6

CRN: 22696

Students Registered: 20

| Student Name | Student ID | myUTSA ID | Athlete | Current Grade | Days in Queue | Previous Grade | Last Grade Change Date |
|--------------|------------|-----------|---------|---------------|---------------|----------------|--|
| 1 A | @ | | No | A | | | <i>Graduated. No online grade changes allowed.</i> |
| 2 A | @ | | No | B | | | |
| 3 A | @ | | No | B | | | |
| 4 B | @ | | No | A | | | <i>Graduated. No online grade changes allowed.</i> |
| 5 B | @ | | No | IN | | | <i>No grade changes to grade less than B</i> |
| 6 C | @ | | No | A | | | |
| 7 D | @ | | No | A | | | |
| 8 C | @ | | No | A | | | |
| 9 C | @ | | No | B | | | <i>Graduated. No online grade changes allowed.</i> |
| 10 C | @ | | No | A | | | |
| 11 H | @ | | No | A | | | |
| 12 H | @ | | No | B | | | |
| 13 J | @ | | No | A | | | |
| 14 J | @ | | No | A | | | |
| 15 L | @ | | No | A | | | |
| 16 S | @ | | No | A | | | |
| 17 S | *@ | | No | A | | | |
| 18 T | @ | | No | A | | | |
| 19 V | @ | | No | A | | | |
| 20 V | @ | | No | A | | | |

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.

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

| | Student Name | Student ID | myUTSA ID | Athlete | Current Grade | Days in Queue | Previous Grade | Last Grade Change Date |
|----|------------------|------------|------------|---------|---------------|---------------|----------------|--|
| 1 | [Redacted] | @ | [Redacted] | No | A | | | <i>Graduated. No online grade changes allowed.</i> |
| 2 | [Redacted] | @ | [Redacted] | No | B | | | |
| 3 | [Redacted] | @ | [Redacted] | No | B | | | |
| 4 | [Redacted] | @ | [Redacted] | No | A | | | <i>Graduated. No online grade changes allowed.</i> |
| 5 | [Redacted] | @ | [Redacted] | No | IN | | | <i>No grade changes to grade less than B</i> |
| 6 | [Redacted] | @ | [Redacted] | No | A | | | |
| 7 | [Redacted] | @ | [Redacted] | No | NC | | A | 11-SEP-2020 |
| 8 | [Redacted] | @ | [Redacted] | No | A | | | |
| 9 | [Redacted] | @ | [Redacted] | No | B | | | <i>Graduated. No online grade changes allowed.</i> |
| 10 | [Redacted] | @ | [Redacted] | No | A | | | |
| 11 | [Redacted] | @ | [Redacted] | No | A | | | |
| 12 | [Redacted] | @ | [Redacted] | No | B | | | |
| 13 | [Redacted] | @ | [Redacted] | No | A | | | |
| 14 | [Redacted] | @ | [Redacted] | No | A | | | |
| 15 | [Redacted] | @ | [Redacted] | No | B+ | | A | 02-SEP-2020 |
| 16 | [Redacted] | @ | [Redacted] | No | A | | | |
| 17 | [Redacted] | *@ | [Redacted] | No | A | | | |
| 18 | [Redacted] | @ | [Redacted] | No | A | | | |
| 19 | [Redacted] | @ | [Redacted] | No | A | | | |
| 20 | Yuker, Amber N.* | @ | [Redacted] | No | A | | | |

7. Select the new grade from the drop down menu

Note: Only grades of “B” to “A+” are available to submit

[Personal Information](#)
[Future Roadrunner](#)
[Student Services](#)
[Fiscal Services](#)
[Financial Aid](#)
[FERPA Release](#)
[Faculty Services](#)

Search

Online Grade Changes

| Student Name | ID | Athlete | Grade Change / Reason |
|--------------|--------------|---------|--|
| [Redacted] | @ [Redacted] | No | A <input type="button" value="v"/> IC - Instructor Correction <input type="button" value="v"/> |

[Return to Roster](#)
[Select New Teacher](#)
[Select New CRN](#)

7. Select the new grade from the drop down menu

Note: CR/NC is available CR/NC grades will not affect academic standing.

The screenshot shows a navigation bar with the following tabs: Personal Information, Future Roadrunner, Student Services, Fiscal Services, Financial Aid, FERPA Release, and Faculty Services (which is highlighted in dark blue). Below the navigation bar is a search field with a "Go" button. The main heading is "Online Grade Changes". Below this is a table with the following columns: Student Name, ID, Athlete, Grade Change / Reason. The first row contains a redacted student name, a redacted ID with an @ symbol, "No" under Athlete, and a dropdown menu for Grade Change / Reason. The dropdown menu is open, showing options: NC (highlighted in blue), CR, and IC - Instructor Correction. Below the table is an "Update" button. At the bottom, there are three links: "Return to Roster", "Select New Term", and "Select New CRN".

| Student Name | ID | Athlete | Grade Change / Reason |
|--------------|-------------|---------|--|
| [Redacted] | [Redacted]@ | No | NC <input type="button" value="v"/> CR NC IC - Instructor Correction <input type="button" value="v"/> |

[Return to Roster](#) [Select New Term](#) [Select New CRN](#)

| Student Name | ID | Grade Change / Reason | |
|--------------|--------------|-----------------------|-----------------------|
| [Redacted] | @ [Redacted] | F | IC - Instructor Error |

The only reason available for changing one letter grade to another letter grade is IC- Instructor Correction

| Student Name | ID | Grade Change / Reason | |
|--------------|--------------|-----------------------|-----------------|
| [Redacted] | @ [Redacted] | A | LG - Late Grade |

Submit

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

| | |
|--|---|
| | Athlete Grade Change / Reason |
| | Yes <input type="checkbox"/> B <input type="button" value="v"/> IC - Instructor Correction <input type="button" value="v"/> |

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

Online Graduate Grade Changes

Grade change submitted for [REDACTED]

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

[Return to Course Roster](#) [Return to Faculty Services Menu](#)

Online Grade Changes

Course Information

Multicultural Issues High Edu - HSA 5203 0B6

CRN: 22696

Students Registered: 20

| | Student Name | Student ID | myUTSA ID | Athlete | Current Grade | Days in Queue | Previous Grade | Last Grade Change Date |
|----|--------------|------------|------------|---------|---------------|---------------|----------------|---|
| 1 | [REDACTED] | @ | [REDACTED] | No | A | | | Graduated. No online grade changes allowed. |
| 2 | [REDACTED] | @ | [REDACTED] | No | B | | | |
| 3 | [REDACTED] | @ | [REDACTED] | No | B | | | |
| 4 | [REDACTED] | @* | [REDACTED] | No | A | | | Graduated. No online grade changes allowed. |
| 5 | [REDACTED] | @ | [REDACTED] | No | IN | | | No grade changes to grade less than B |
| 6 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 7 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 8 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 9 | [REDACTED] | @ | [REDACTED] | No | B | | | Graduated. No online grade changes allowed. |
| 10 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 11 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 12 | [REDACTED] | @ | [REDACTED] | No | B | | | |
| 13 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 14 | [REDACTED] | @ | [REDACTED] | No | A | | | |
| 15 | [REDACTED] | @ | [REDACTED] | No | B+ | A | | 02-SEP-2020 |
| 16 | [REDACTED] | @ | [REDACTED] | No | A | | | |

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

Sep 11, 2020 11:11

Online Graduate Grade Changes

Grade change submitted for [redacted]

The grade change of CR for [redacted]@[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

| Student Name | Student ID | myUTSA ID | Athlete | Current Grade | Days in Queue | Previous Grade | Last Grade Change Date |
|--------------|------------|------------|---------|---------------|---------------|----------------|---|
| [redacted] | @ | [redacted] | No | A | | | Graduated. No online grade changes allowed. |
| [redacted] | @ | [redacted] | No | B | | | |
| [redacted] | @ | [redacted] | No | B | | | |
| [redacted] | @ | [redacted] | No | A | | | Graduated. No online grade changes allowed. |
| [redacted] | @ | [redacted] | No | IN | | | No grade changes to grade less than B |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | CR | | NC | 11-SEP-2020 |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | B | | | Graduated. No online grade changes allowed. |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | B | | | |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | A | | | |
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| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | A | | | |
| [redacted] | @ | [redacted] | No | A | | | |
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| [redacted] | @ | [redacted] | No | A | | | |

9. Email confirmations sent

- Email confirmations sent to:
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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