

Guide for Undergraduate Student to Declare an Optional Grade

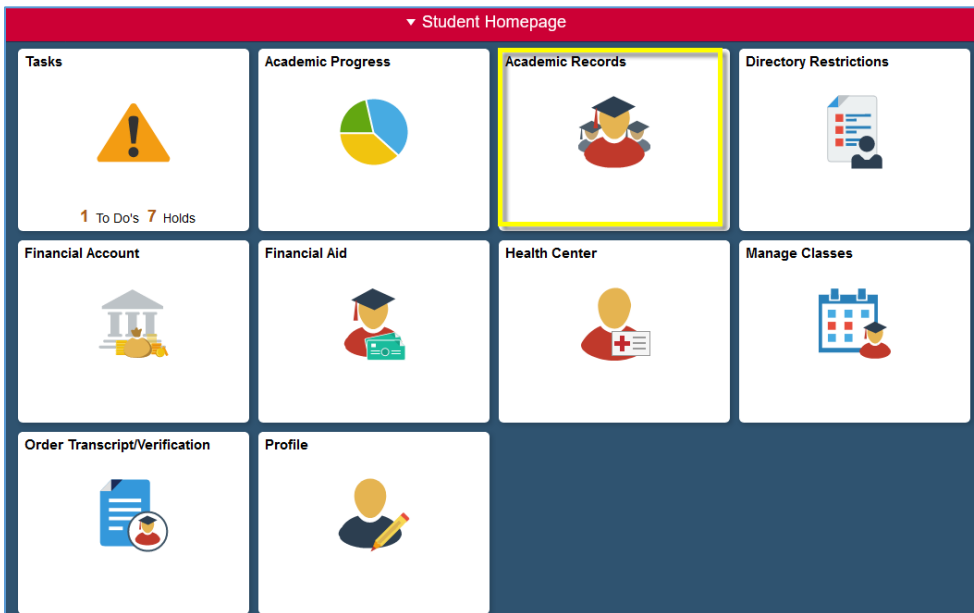
For Spring 2020, undergraduate students have a choice whether to keep the letter grade reported by their instructor, or to choose a grade of Satisfactory, Satisfactory Minus, or No Credit based on the guidelines of the temporary grading policy.

We encourage you to review the temporary grading policy and the frequently asked questions (FAQ) section on the [webpage](#). Before you declare an alternative grade for a course, please reach out to your academic advisor and other advisors as needed to determine what is best for you. You can also use the [Spring 2020 Alternate Grade Calculator](#) to help you make your decisions. The calculator can be accessed through my.SMU by clicking on the Academic Records tile.

Note: Once you successfully complete the selection of an optional grade it is final, you cannot change it back to the original grade. Optional grades must be declared by May 19 for Spring 2020 graduation candidates, or by May 25 for all other undergraduate students.

To view a video tutorial of the optional grade selection process, please click [here](#).

From the Student Homepage, select the Academic Records tile



Click on 'View Grades'. Here you can view all grades that have been posted for Spring 2020. The instructor reported grade for the course must be posted before you can declare an optional grade.

The screenshot shows the Academic Records page for John Mustang, UC2016. The page has a red header and a left sidebar with navigation options. The main content area shows the 'Class Grades - Spring 2020' section with a table of official grades.

Class	Description	Units	Grading	Grade	Grade Points
APSM 3322	Functional Biomechanics	3.00	ABC Letter Grade	A-	11.100
APSM 4372	Sport Facility and Event Mgt	3.00	ABC Letter Grade	B+	9.900
ENGL 3340	Topics in Brit Lit Age of Rev	3.00	ABC Letter Grade	F	
FILM 1304	Production 1	3.00	ABC Letter Grade	C-	5.100
PRW 2190	PRW2: Physical Fit: Optional	1.00	ABC Letter Grade	D+	1.300

Below the table is the 'Term Statistics - Spring 2020' section with a table showing units taken and SMU cumulative total.

Description	From Enrollment	SMU Cumulative Total
Units Toward GPA:		
Taken	13.000	46.000
Passed	10.000	42.000

Click 'Edit' to select an optional grade

The screenshot shows the 'Academic Records' page for John Mustang (UC2016). The left sidebar contains navigation options like 'View Grades' and 'GPA Calculator'. The main content area shows the student's name and ID, followed by a search bar and navigation links: 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. Below this, there's a 'View My Grades' section for 'Spring 2020 | Southern Methodist University'. A 'Change Term' button is visible. The 'Class Grades - Spring 2020' section contains a table of official grades:

Class	Description	Units	Grading	Grade	Grade Points
APSM 3322	Functional Biomechanics	3.00	ABC Letter Grade	A-	11.100
APSM 4372	Sport Facility and Event Mgt	3.00	ABC Letter Grade	B+	9.900
ENGL 3340	Topics in Brit Lit Age of Rev	3.00	ABC Letter Grade	F	
FILM 1304	Production 1	3.00	ABC Letter Grade	C-	5.100
PRW2 2190	PRW2: Physical FIT: Optional	1.00	ABC Letter Grade	D+	1.300

Below the table is a 'Term Statistics - Spring 2020' section with a table showing 'Units Toward GPA' for 'Taken' (13,000) and 'Passed' (10,000) against the 'SMU Cumulative Total' (46,000 and 42,000 respectively).

Select Spring 2020 and click 'Continue'

This screenshot shows the 'Select Term' dialog box. It has a table with columns for 'Term', 'Career', and 'Institution'. The 'Spring 2020' row is selected with a radio button. The 'Continue' button at the bottom is highlighted with a yellow arrow.

Term	Career	Institution
<input checked="" type="radio"/> Spring 2020	Undergraduate	Southern Methodist University
<input type="radio"/> May 2020	Undergraduate	Southern Methodist University
<input type="radio"/> Summer 2020	Undergraduate	Southern Methodist University
<input type="radio"/> August 2020	Undergraduate	Southern Methodist University
<input type="radio"/> Fall 2020	Undergraduate	Southern Methodist University

The courses available for the alternate grading option will appear in the drop-down. If a course does not appear, it is not currently eligible for an alternative grade. Select the desired course. Click Proceed to Step 2 of 3.

This screenshot shows the '1. Select a class to edit' step. It includes a 'Change Term' button and a section titled 'Classes you are allowed to edit'. A drop-down menu is open, showing 'APSM 3322: Functional Biomechanics' as the selected option, which is highlighted with a yellow arrow. Below the menu is a 'Proceed to Step 2 of 3' button.

Click the dropdown next to Grade Input. This will display the allowable alternative grade. Select the grade and click 'Next'

Student Homepage Academic Records

John Mustang

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preferences

Spring 2020 | Undergraduate | Southern Methodist University
APISM 3322 - Functional Biomechanics

Class Preferences

APISM 3322-001 Lecture Closed Grade Input Units 3.00

Session Regular
Career Undergraduate

Enrollment Information

- Prerequisite: APISM 2310 Contemporary Issues or APISM 2340 Coaching and Leadership Performance.

Cancel Previous Next

Review the update made to the course. If satisfied with your selection, click Finish Editing

Student Homepage Academic Records

John Mustang

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Edit Class Enrollment Options

Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.

Spring 2020 | Undergraduate | Southern Methodist University

Class Attribute	Original Value	New Value
Grade	A-	S

Cancel Finish Editing

Go to top

Review the Message and Status. Status should = Success. If an error message is returned, please contact registrar@smu.edu

Student Homepage Academic Records

John Mustang

Search Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Edit Class Enrollment Options

View the results of your enrollment request. Select fix errors to try and correct the problems listed.

Don't forget to purchase your **Campus Essentials** (Rotunda Yearbook/Daily Campus, Meadows Art Series, Athletics).

Spring 2020 | Undergraduate | Southern Methodist University

Success: Class updated Error: Unable to update class

Class	Message	Status
APISM 3322	Success: This class has been updated.	Success

My Class Schedule

To edit the grade for another course or to verify the alternative grade selection was processed, click 'View Grades' and you will be directed back to the posted grades for the Spring 2020 term. To elect an alternative grade for another course, repeat the previous steps.