

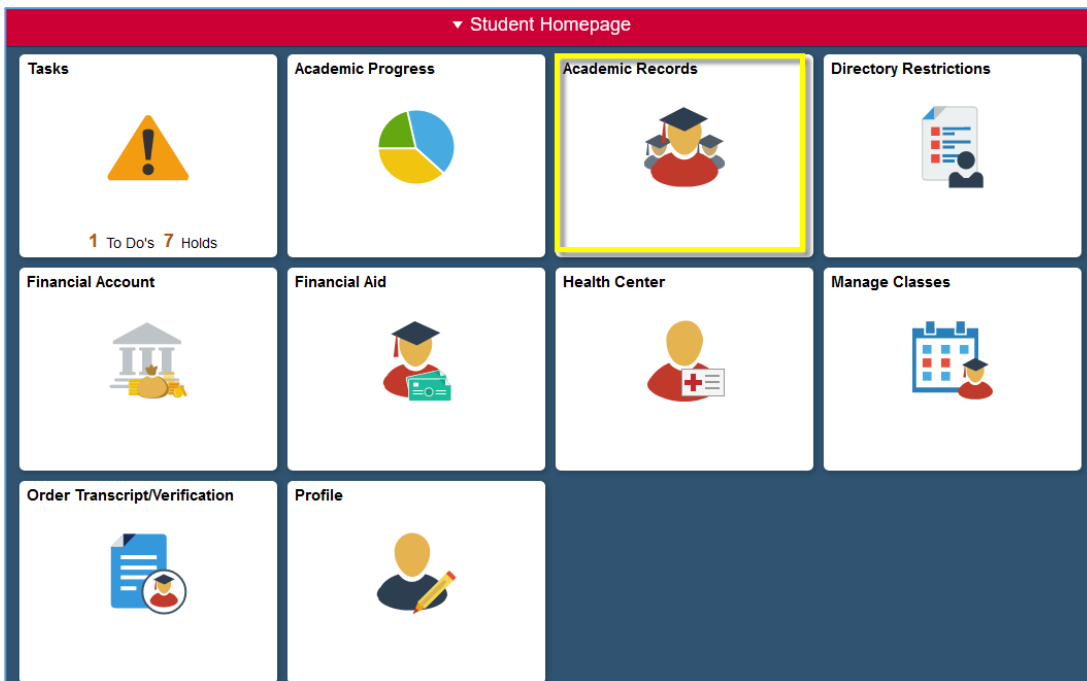
Guide for Undergraduate Student to Declare an Optional Grade

Here is a tutorial to help you declare an optional grade: <https://youtu.be/JYhXXxh0gA>

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.

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.

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.

Academic Records

John Mustang UC2016

Search Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

View My Grades

Spring 2020 | Southern Methodist University Change Term

Class Grades - Spring 2020

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

Term Statistics - Spring 2020

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.

Academic Records

John Mustang UC2016

Search Enroll My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

View My Grades

Spring 2020 | Southern Methodist University Change Term

Class Grades - Spring 2020

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

Term Statistics - Spring 2020

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

Select Spring 2020 and click 'Continue.'

Academic Records

John Mustang

Search Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Edit Class Enrollment Options 1

Select Term

Select a term then select Continue.

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

Continue

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.

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

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Spring 2020 | Undergraduate | Southern Methodist University

Change Term

Classes you are allowed to edit

Select from your schedule APSM 3322: Functional Biomechanics

Proceed to Step 2 of 3

My Spring 2020 Class Schedule

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

APSM 3322 - Functional Biomechanics

Class Preferences

APSM 3322-001 Lecture Closed

Grade Input

Units 3.00

Session Regular

Career Undergraduate

Enrollment Information

- Prerequisite: APSM 2310 Contemporary Issues or APSM 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 1 2 3

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
APSM 3322	Success: This class has been updated.	✔

[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.