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.
Click ‘Edit’ to select an optional grade

Select Spring 2020 and click ‘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.
Click the dropdown next to Grade Input. This will display the allowable alternative grade. Select the grade and click ‘Next’

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

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

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.