How to Submit a Change of Grade

1. **Log into Pirate Port** with your ECU email and Passphrase.

2. **Click** the Faculty/Advisor Self Service Card

3. **Click on Change of Grade**

4. The Change of Grade window will open in a new tab.

5. **Choose a Term** from the **Select a Term**: pull down menu

6. **Click** Next Page button.
NOTE: Only the primary instructor assigned to the course can make a grade change or remove an incomplete. Only the rosters of the instructor assigned to the Pirate ID will be displayed.

7. Choose a Course from the Select a CRN: pull down menu


9. Choose a Student from the Select a Student: pull down menu

Please Note:
- It is prohibited to update academic history of students who have graduated.
- Grade changes cannot be processed for students who have withdrawn from the course.

11. **In the Grade Change Form** Select Grade from the **New Grade:** pull down menu

12. **NOTE:** The New Grade pull down menu will differ depending on the Term selected and student level (Graduate or Undergraduate).
13. **Select** a reason from the **Grade Change Code**: pull down menu.

**Incomplete Grade Changes:**
- Select grade from the New Grade: pull down menu
- Enter Date in Work completed Date: Field

14. Click **Next Page**

15. **REVIEW** and **CONFIRM** the grade change **BEFORE** clicking the submit button.

**WARNING:** Click the Submit button only once. Clicking submit multiple times will insert multiple grade change records in Banner
16. **Click** [Submit] to complete the Grade Change.

17. A confirmation page will be displayed.

18. An email will be sent to the student, the instructor and the advisor notifying them that a grade change has been processed.

   ![Email to Student](image)
   ![Email to Instructor](image)
   ![Email to Advisor](image)