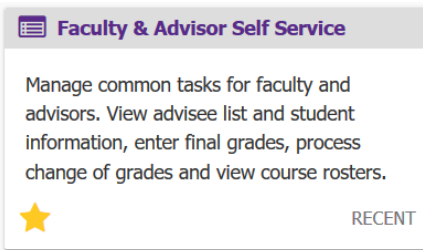
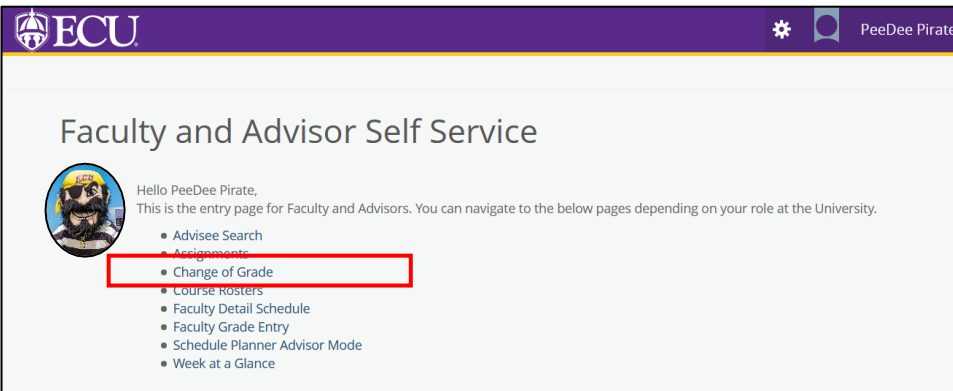


How to Submit a Change of Grade

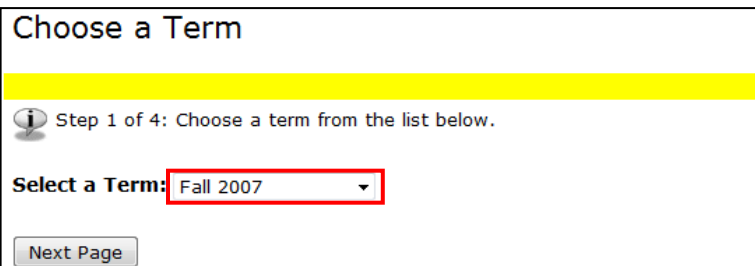
1. Log into PiratePort <https://pirateport.ecu.edu/>
2. Click the Faculty & Advisor Self Service Card



3. Click on the Change of Grade link.



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 the 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.

Choose a Course

Step 2 of 4: Choose a course from the list below.

Select a CRN: FINA-3904-001 (84405) Investments
FINA-3904-001 (84405) Investments
FINA-3904-002 (84407) Investments
FINA-6624-601 (84576) Investment Management

Next Page

8. Click the Next Page button.

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

Choose a student

Step 3 of 4: Choose a student from the list below.

Select a Student: Baker, Steven L.(80007551)

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[Display Terms | Display Courses]

These students have graduated and updates to academic history are prohibited.

Boulder, David L.(800040008)
Buchanan, Jonathan R.(800025310)
Coughlin, Nicholas J.(800000007)
Keefer, Daniel L.(800000004)
Paxton, Bradford C.(800000079)
Togues, Jonathan W.(800000020)
Trotter, Brooks A.(800077423)
Wheeler, Christopher A.(800072052)

These students have withdrawn from this course. A grade change cannot be processed on this course.

Bullard, Dennis E.(800099208)

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- Grade changes cannot be processed for students who have withdrawn from the course.

10. Click the Next Page button.

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

Grade Change Form

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Priddy, Jonathan E
Student ID: 84407046
Course: 84407
Current Grade: B-
New Grade: A
Grade Change Code: Change of Grade

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12. NOTE: The New Grade pull down menu will differ depending on the Term selected and student level (Graduate or Undergraduate).

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Smith, Christy L
Student ID: 82010
Course: 82010
Current Grade: D
New Grade: A
Grade Change Code: Change of Grade

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[[Display Terms](#) | [Display Courses](#) | [Display Students](#)]

Fall 2010 Undergraduate BEFORE implementation of +/- grading

Grade Change Form

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Smith, Christy L
Student ID: 82010
Course: 82010
Current Grade: D
New Grade: A
Grade Change Code: Change of Grade

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Fall 2012 Undergraduate AFTER implementation of +/- grading

Grade Change Form

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Smith, Austin D
Student ID: 84576
Course: 84576
Current Grade: C
New Grade: A
Grade Change Code: Change of Grade

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Graduate Student

13. Select a reason from the Grade Change Code: pull-down menu.

Grade Change Form

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Linsell, Justin D
Student ID: 800713673
Course: 84576
Current Grade: C
New Grade: A
Grade Change Code: Change of Grade

Change of Grade
Entry Error
Instructor Correction
Re-Calculated
Removal of Incomplete

Next Page

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For Incomplete Grade Changes:

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

Grade Change Form

Step 4 of 4: Choose new grade and grade change reason from the drop-downs below

Name: Sullock, Michael D
Student ID: 80004399
Course: 84407
Current Grade: I
New Grade: B-
Work Completed Date: 3/25/2013
Grade Change Code: Removal of Incomplete

Removal of Incomplete

Next Page

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Incomplete Grade Change

14. Click the Next Page button.

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

Grade Change Confirmation

Verify the student, course, new grade, and grade change reason below. Then click the Submit button to update the student's grade. **Warning: Click the Submit button only once. Clicking Submit multiple times will insert multiple grade change records in Banner.**

Name: Linsell, Justin D
Student ID: 800713673
Course: 84576
Current Grade: C
New Grade: B
Grade Change Code: Instructor Correction

Submit

16. Click the Submit button to complete the Grade Change.

17. A confirmation page will be displayed.

Send Grade Change

Grade Change has been submitted to update the student's record.

[[Display Terms](#) | [Display Courses](#) | [Display Students](#)]

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

Registrar

To: **STUDENT** Tuesday, March 26, 2013 9:24 AM

A change of grade has been processed for the following course:
FINA 6624 601
Please go to Self Service Banner to see your updated transcript.

Registrar

To: **INSTRUCTOR** Tuesday, March 26, 2013 9:24 AM

A change of grade has been processed for the following student and course:
STUDENT
FINA 6624 601
Grade changed from C to B.

Registrar

To: **ADVISOR** Tuesday, March 26, 2013 9:24 AM

A change of grade has been processed for the following student and course:
STUDENT
FINA 6624 601
Please go to student's transcript in Self Service Banner to see updated information.