How to Submit a Change of Grade

1. Log into PiratePort [https://pirateport.ecu.edu/](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.

8. Click the Next Page button.

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- Grade changes cannot be processed for students who have withdrawn from the course.

10. Click the Next Page button.
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.

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

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
16. Click the Submit button 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.