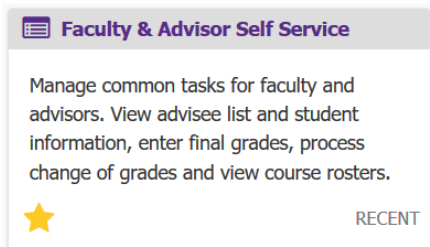


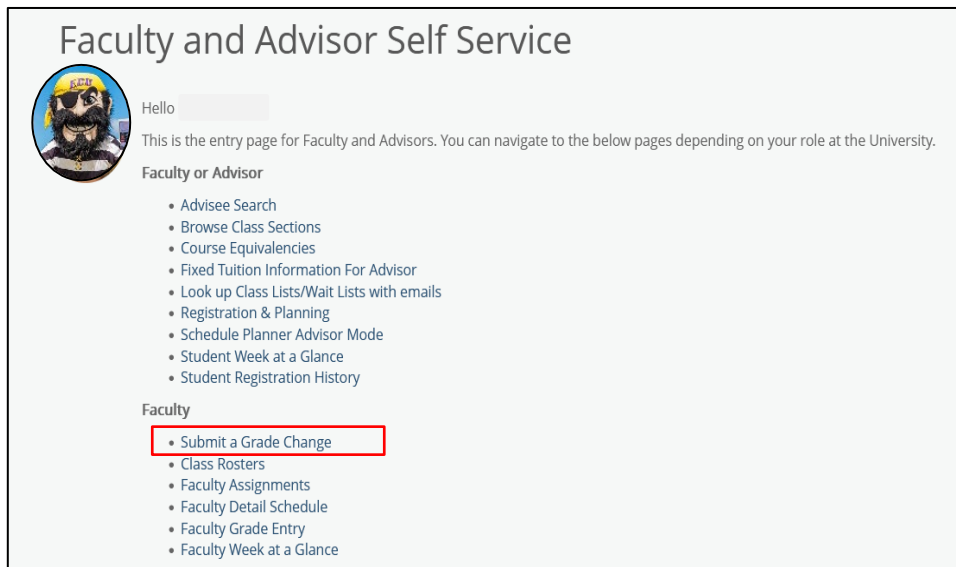
How to Submit a Grade Change.

- Only the primary instructor assigned to the course can change a grade.
- The current grading term will not be displayed in the Term menu for 2-3 hours immediately following the grade submission due date and time. Once end of term grade processes are completed, the current grading term will be available for grade changes.
- Grade changes cannot be processed for students who have 1) withdrawn from the course, 2) graduated, or 3) who have received a grade of XF, F*, DP, P or FZ. These students will be listed on the Select a Student step in red.
- Please contact REGIS@ECU.EDU if you have questions or if a Grade Change is needed for a graduated student.

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



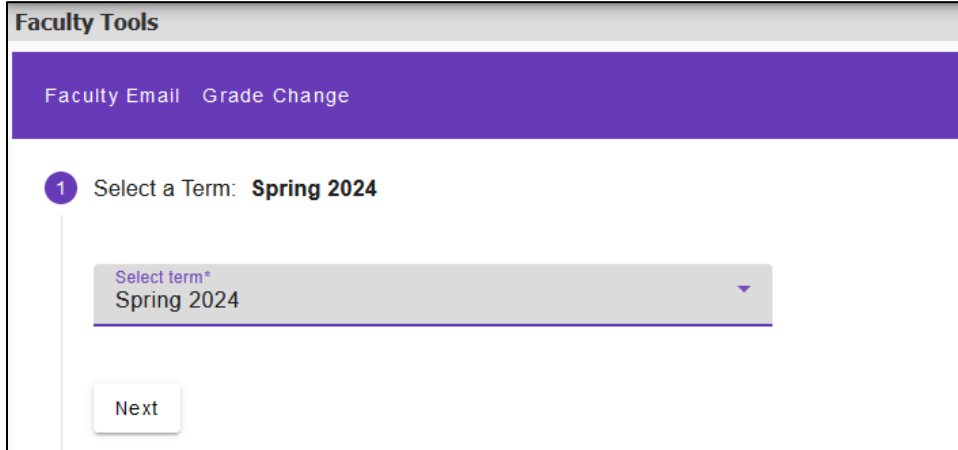
3. Click on Submit a Grade Change link.



- Click on the Grade Change tool within the Faculty Tools application.

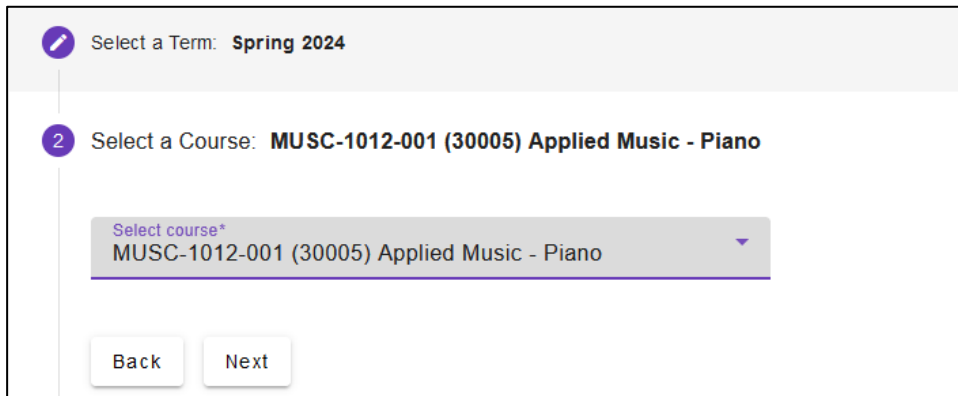


- Select a Term.



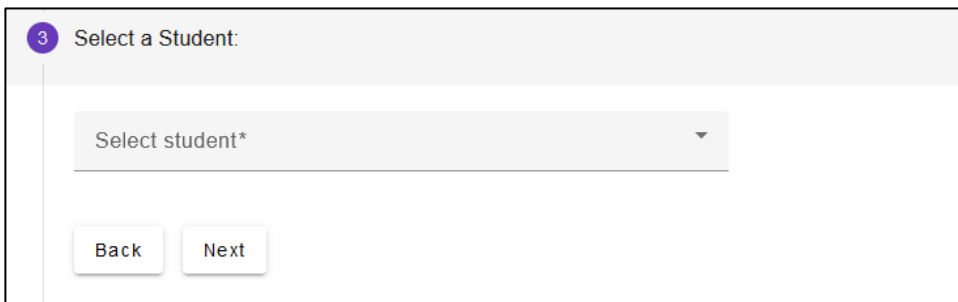
- Click the Next button.

- Select a Course.



- Click the Next button.

- Select the student you wish to process a Grade Change for.



10. Click the Next button.

11. Enter the required Grade Change information.

*Changing an I or F grade requires a work completed date. Please note that this date must reflect the date the work was submitted by the student NOT the date the Grade change was submitted by the instructor.

The screenshot shows a form titled "4 Select New Grade and Grade Change Reason: A". Under the heading "Current Grade: I", there are three input fields: "Select new grade*" with a dropdown menu showing "A", "Select grade change reason*" with a dropdown menu showing "Removal of Incomplete", and "Work completed date" with a text input showing "5/21/2024" and a calendar icon. At the bottom, there are two buttons: "Back" and "Submit".

12. Click the Submit button.

13. Review the Confirm Grade Change information to verify it is accurate.

The screenshot shows a form titled "Confirm Grade Change". Below the title is a paragraph: "Verify the student, course, new grade, and grade change reason below. Click the Submit button to update the student's grade." The form contains the following information: "Student:" followed by a redacted name; "Term:" Spring 2024; "Course:" MUSC-1012-001 (30005) Applied Music - Piano; "Current Grade:" I; "New Grade:" A; "Grade Change Reason:" Removal of Incomplete; and "Work Completed Date:" 05-21-2024. At the bottom right, there are two buttons: "Cancel" and "Submit".

14. Click the Submit button if the information is correct.

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