How to Submit a Change of Grade

2. Click on the Hamburger icon at the top of the page.
3. Select the PiratePort link.
4. Log into Pirate Port with your Pirate ID and Passphrase.
5. Click Banner Self Service Card
6. From the Banner Self-Service main menu. Select the Faculty and Advisors link

7. Click on Submit a Grade Change

8. Choose a Term from the Select a Term: pull down menu

9. 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.
10. **Choose a Course** from the **Select a CRN**: pull down menu

```
Choose a Course

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

Select a CRN: FINA-3904-001 (84405) Investments
FINA-3904-002 (84407) Investments
FINA-5624-601 (84576) Investment Management

Next Page
```

11. Click **Next Page** Button.

12. **Choose a Student** from the **Select a Student**: pull down menu

```
Choose a student

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

Select a Student: [List of students]

[Display Terms | Display Courses]

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

These students have withdrawn from this course.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

Next Page
```

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- Grade changes cannot be processed for students who have withdrawn from the course.

13. Click **Next Page**

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

```
Grade Change Form

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

Name: Franklin, Jonathan E
Student ID: [ID]
Course: FINA-3904
Current Grade: B

New Grade: A

Grade Change Code: Change of Grade

Next Page
```

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

16. 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

17. Click **Next Page**

18. **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

19. Click **Submit** to complete the Grade Change.

20. A confirmation page will be displayed.
21. 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
A change of grade has been processed for the following course:
FINA 6024 601
Please go to Self Service Banner to see your updated transcript.

Registrar
To: INSTRUCTOR
A change of grade has been processed for the following student and course:
[Student Name]
FINA 6024 601
Grade changed from C to B.

Registrar
To: ADVISOR
A change of grade has been processed for the following student and course:
[Student Name]
FINA 6024 601
Please go to student's transcript in Self Service Banner to see updated information.