

## Electronic Grade Change Submission

*Submit Grade Changes Electronically via Banner Web/Faculty Services!!!*

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Faculty can submit grade changes through Banner Web.

### **\*\* IMPORTANT INFORMATION \*\***

#### ***Please Read Before Utilizing This Service***

- By utilizing the 'Grade Change' link, you are submitting a grade change. It still needs to be processed by the Registrar's Office.
- Grade changes that do not adhere to University Policies will not be processed. For example, once a degree is posted, a grade cannot be changed.
- Grades cannot be changed to W, WP, WF, or Z through this link.
- **This is NOT to be used as a substitution for submitting your final grades on time. Repeated use for this purpose will result in the removal of your access to this service.**

#### **Grade Change Submission works through a combination of Banner Web and Workflow.**

1. Login to MySCSU and click Banner Web.
2. Click on Faculty Services.
3. Click on Faculty Grade Change for Workflow.
4. Select the term.
5. Select the Student and Course.
6. Enter the New Grade and Submit (If, you are submitting an Incomplete Extension you will be prompted to enter the extension end date.)
7. You will receive an email confirmation that the submission has been made.
8. The Registrar's Office will process the change.
9. You and the student will receive an email notification that the grade change has been processed.

NOTE: If the grade change submission was rejected, you will receive an email indicating the reason for rejection.