

## ONLINE GRADE CHANGE INSTRUCTIONS



















Welcome to the new online grade change process!

Instructors are now able to submit grade changes online. An instructional tutorial are available at [www.manhattan.edu/academics/registrar](http://www.manhattan.edu/academics/registrar) for your use. You may complete a grade change by following the steps below:

**Step 1:** Log in to self-service using your JasperNet ID and password.

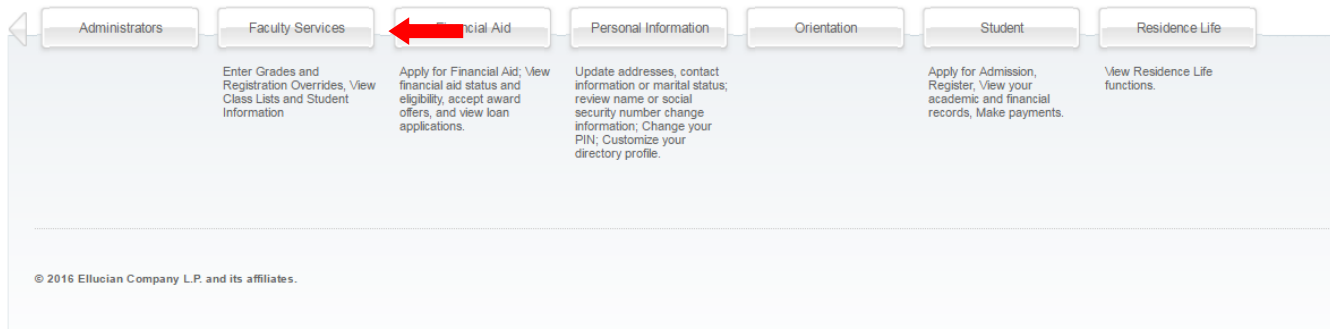
### KEYWORD SEARCH

SEARCH QUICK LINKS

 Email <small>i</small>	 Google Calendar <small>i</small>	 Google Drive <small>i</small>
 Moodle Courses <small>i</small>	 Academic Calendar <small>i</small>	 Faculty & Staff Directory <small>i</small>
 Banner <small>i</small>	 DegreeWorks <small>i</small>	 Self Service <small>i</small>
 Events Calendar <small>i</small>	 Reserve a Room - 25 Live <small>i</small>	 Submit Announcement <small>i</small>
 Handshake <small>i</small>	 MAP-Works <small>i</small>	 myHousing <small>i</small>
 Physical Plant Workorder <small>i</small>	 Taskstream <small>i</small>	 Unimarket <small>i</small>

**Note:** In order to remain in compliance with FERPA regulations, the student's name and campus ID has been removed from this training document but will appear on the actual grade roster.

**Step 2:** Click on Faculty Services on the Self Service Main Menu



**Step 3:** Click on Request Grade Change for a Student

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule
Detail Class List	Photo ID Class Roster Use this link to view a class roster with a photo ID. Available for the current term only.	Summary Class List	Print-Friendly Class Roster
Faculty Referrals Use this link to refer students who may be in need of academic support.	Mid Term Grades	Final Grades	Request Grade Change for a Student Request Grade Change for a Student

**Step 4:** Select Term and click on Select Term Code

MANHATTAN COLLEGE

Browse

Administrators | Faculty Services | Financial Aid | Personal Information | Orientation | Student | Residence Life

### Grade Change Request - Term Select

Home > Faculty and Advisors > Request Grade Change for a Student

Term:

Select Term Code

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RELEASE: 1.3MC

NOTE: It is important that you choose either the previous semester or current semester.

**Step 5:** Select the course from the drop down menu and click on Select Course

Administrators | Faculty Services | Financial Aid | Personal Information | Orientation

### Grade Change Request - Select Course

Home > Grade Change Request - Select Course

Class Title:

Select Course

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**Step 6:** Select student from the drop down menu and click on Select Student

Administrators Faculty Services Financial Aid Personal Information Orientation Student Residence Life

### Grade Change Request - Select Student

Home > Grade Change Request - Select Student

Student:  -- School: BN - School of Business -- Current Grade: B

Select Student

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**Step 7:** Select new grade, type in reason for change and then click on Submit Grade Request

## Grade Change Request

Home > Grade Change Request

Student Name: [REDACTED]

Student ID: [REDACTED]

Student's School: BN - School of Business

Course: MKTG 201

Current Grade: B

New Grade: A

Reason for Change:

Submit Grade Request Change

Once you submit the grade request change, the below confirmation page will be displayed:

## Grade Change Request Submitted

[Home](#) > **Grade Change Request Submitted**

Your request has been submitted to the Registrar.

[Return to Grade Change Course Selection](#)

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- Your online grade change request is emailed to the Registrar.
- Registrar forwards the request to the Dean of the School for approval.
- Dean sends back email approved or not approved.
- Registrar updates student record on Banner.
- An email is sent to student with information regarding grade change.

If you have any questions, please contact the Registrar Office at (718) 862-7914