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 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.

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
Step 4: Select Term and click on Select Term Code

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

Step 7: Select new grade, type in reason for change and then click on Submit Grade Request
Once you submit the grade request change, the below confirmation page will be displayed:

Grade Change Request Submitted

Return to Grade Change Course Selection

- 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