How to submit a missing or changed grade for a past semester in Banner

Please note that at present, you may only enter online changes for a course that was offered within the past calendar year. Changes or corrections for older courses must be submitted on paper.

1. On the Faculty/Advisors Services menu in Banner, select FINAL GRADES.
2. Select the term that the course was taught (e.g. Summer 2013) and click on SUBMIT. This will bring up the list of your courses for that semester. Choose the course for which you need to enter the missing or revised grade and click on SUBMIT.
3. When the roster of students appears, click on the GRADE CHANGE link (right-hand column) for the student whose grade you need to enter. This will bring up a screen showing the student’s information, including the current grade (if any).
4. Choose the new grade to be assigned from the drop-down menu, then enter a brief reason for the grade change (e.g., grade never entered, incorrect grade entered, student completed course requirements, etc.), then click on SUBMIT.
5. This will bring up a confirmation screen. You must again click on SUBMIT for the grade change to be completed.