To submit a grade change, log into Self Service Banner and select Final Grades, just as you would if you were grading online.
Select Term

Then you select term. While you can access Final Grade lists to view beyond one year, the Grade Change option will not be available beyond one year. For example, at the end of the current fall term, the option to submit grade changes for the previous fall will be turned off. If you are requesting a grade change beyond the one year limit, you will be required to use the paper form and submit additional documentation at the Registrar’s Office.
Select Course
You will be able to select Grade Change only when a grade has been submitted and rolled for this student. Rolling grades is an automatic process that takes place approximately 24 hours after the grades have been submitted. Students will not see their grades until they are rolled, even if you have submitted them successfully. If during grading you would like to make a grade change, and the grade has not yet been rolled, you can update the grade online without using the Grade Change option.
Grade or Grade Change?

Here is an example of both situations. The first student does not have a grade yet, so the grade can be submitted using the drop down in the standard way (see Grade arrow). The other two students have already had their grades rolled to history, so you would use the Grade Change option for them on the far right.
Opened Grade Change Form

Selecting Grade Change returns this form for you to submit your grade change request electronically to your dean’s office.
New Grade and Comment

The current grade is provided right above the drop down to select the new grade. Only valid grades for that course will be available. Enter comments in the box below for the approver and then select Submit at the bottom left.
Grade Change Form Submitted

Once submitted, this is what will be displayed to you.

Grade Change Submitted

Students Name: Laurence D. Washington
Banner ID: 000
Students E-Mail Address: lwashin4@slu.edu
Students Classification: SO
Instructors Name: Kathleen E. Yepez
Instructors E-mail Address: kyepez@slu.edu
Term: 200800
Department: NURSING
CRN: 3643
Course/Section: 421/01
Current Grade: C
New Grade: B
Comments: Calculation error.
Grade Change Pending Your Approval for Laurence D. Washington

A grade change has been submitted by Kathleen E. Yepez for Laurence D. Washington, SO.

Term: 200800
Level: UG
Subject: NURS
Number and Section: 421/01
Course Title: Care Client Life Span I
CRN: 3643
Instructor Name: Kathleen E. Yepez

Student Name: Laurence D. Washington
Student ID: 000
SLU Programs Awarded to the Student: NONE

Reason For Grade Change: Calculation error.

Please CLICK HERE to approve or disapprove this change

Thank you.
Office of the University Registrar

Link to Workflow
Grade Change Dean Approval Form

When the Workflow form opens, the Approver selects Approved or Denied and can enter comments. The comments will be made available to the instructor, but not to the students.
The Dean has approved a grade change request submitted by you for Laurence D. Washington.

Term: 200800  
Subject: NURS  
Number and Section: 421/01  
Course Title: Care Client Life Span I  
CRN: 3643  
Instructor Name: Kathleen E. Yepez

Student Name: Laurence D. Washington  
Student ID: 000  
Reason For Grade Change: Calculation error.

Dean's Comment:

Instructor and Student receive an email, but the student does not receive the comments from the Dean.

Thank you  
Office of the University Registrar
Dear Laurence D. Washington,

Your record has been updated with a grade change.

Please log in to mySLU [CLICK HERE](#) to review your academic transcript in Self Service Banner.

Thank you,
Office of the University Registrar.
The Dean did not approve this grade change request submitted by you for Laurence D. Washington.

Term: 200800
Subject: NURS
Number and Section: 421/01
Course Title: Care Client Life Span I
CRN: 3643
Instructor Name: Kathleen E. Yepez

Student ID: 000
Student Name: Laurence D. Washington

Reason for Grade Change: Calculation error.

Dean's Comment: Email only to Instructor.

Thank you,
Office of the University Registrar
Final Results and Reminder

- Banner is updated automatically

Reminder: Use paper form if past one year.
Problems or Questions

If you have questions or problems, please contact Patricia M. Blockmon at the Registrar’s Office.

Email: registrar-madrid@slu.edu