Grade Change Process



* Link to Bookmark to access this process directly in the future if desired:

<u>Grade Change</u> (https://ssb-pccp-prod.pima.edu/BannerExtensibility/customPage/page/azpbStuGradeChange)

- 1. Select the Term, Course and a Student.
 - a. A primary instructor or an Academic Dean can submit a grade change request. Students with earned degrees will not be displayed in the Student drop-down box. In that case, please contact <u>registrar@pima.edu</u>.
- 2. Select **New Grade**, add a comment and click the **Submit** button.

New Grade *	Select New Grade
Please enter the grade cl	hange reason:
Submit	

3. To submit a request for another student, please press the **Start Over** button before selecting another term, course and a student.



- 4. Requests will be automatically forwarded to an **Academic Dean** for **approval**.
- 5. Requests with current grade change mode different than "original entry" will be forwarded to a campus **Student Services Supervisor** to select the correct grade change code from a drop down list.
- Upon approval process completion, the grade will automatically be updated in Banner, student and faculty will receive an **email notification**. Financial Aid, Veteran Services and Registrar offices will receive email notifications as appropriate.
- 7. To report technical issues or ask questions about the Grade Change process, please email: workflowrequests@pima.edu.