

How do I submit a Grade Change Request via Banner Self-Service?

Grade Changes may be submitted via Banner Self-Service for semesters previously graded in Banner (Fall 2008 to present). Grade changes for prior terms (through Summer 2008) must be submitted by faculty (along with your photo id) on paper grade change forms to the Records Office in Derryberry Hall.

1. Log in to **SSB**
2. Click on **Faculty Services**
3. Click on **Grade Change Request – Official Form**
4. Select a **Term**
5. Select a **Class** from the pull down menu
6. Find the **student name** and **id** from the list and click on the **Select** button
7. Select the **New Grade** from the pull down menu
8. Select the **Grade Change Reason** from the pull down menu
9. Enter **comments**.
10. Enter **Date of Completion** that "I" and "X" grades were completed by clicking on the **Calendar button** and selecting the date.
11. Click on **Submit** button
12. Verify the student name, term, course, current grade, new grade, grade change reason, date of completion; **click on Confirm to accept**, or click on Go Back to make corrections.
13. By clicking Confirm, your Request for Grade Change will be sent to the Records Office for **review**.
14. Once reviewed by the Records Office, you will be notified through your TTU email address whether or not the grade change request was processed. If **denied**, the email will give a brief explanation. If **approved and processed**, the student will also receive notification via TTU email.

If you have questions, please contact Phyllis Miller at 372-3319 or by email pmiller@tntech.edu

NOTE: Make sure to log out of SSB when you have finished your session. Another person who finds the computer unattended will be able to view info intended to be kept confidential (such as your pay stubs, deposit info, student information, etc...).