

Faculty Banner Web Handbook

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Accessing and Logging Into Banner Web

Go to the CBU homepage at www.cbu.edu/mycbu

Click on “**My Account**”

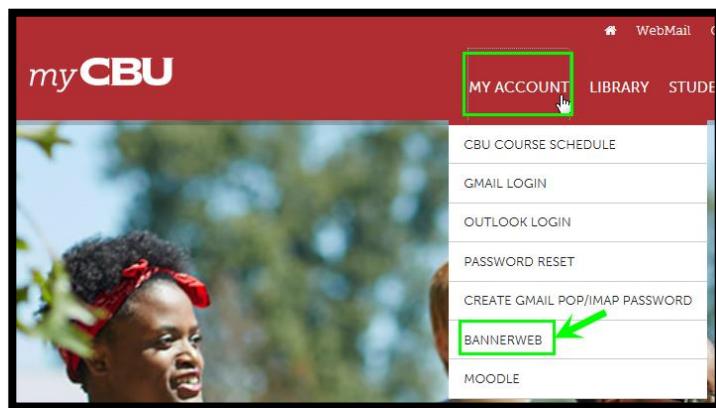
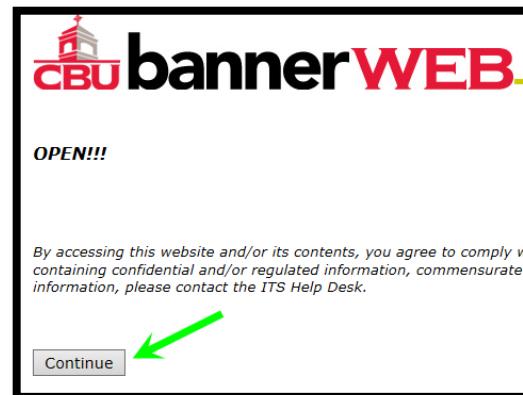
Then select the “**BannerWeb**” tab and click “**Continue**”.

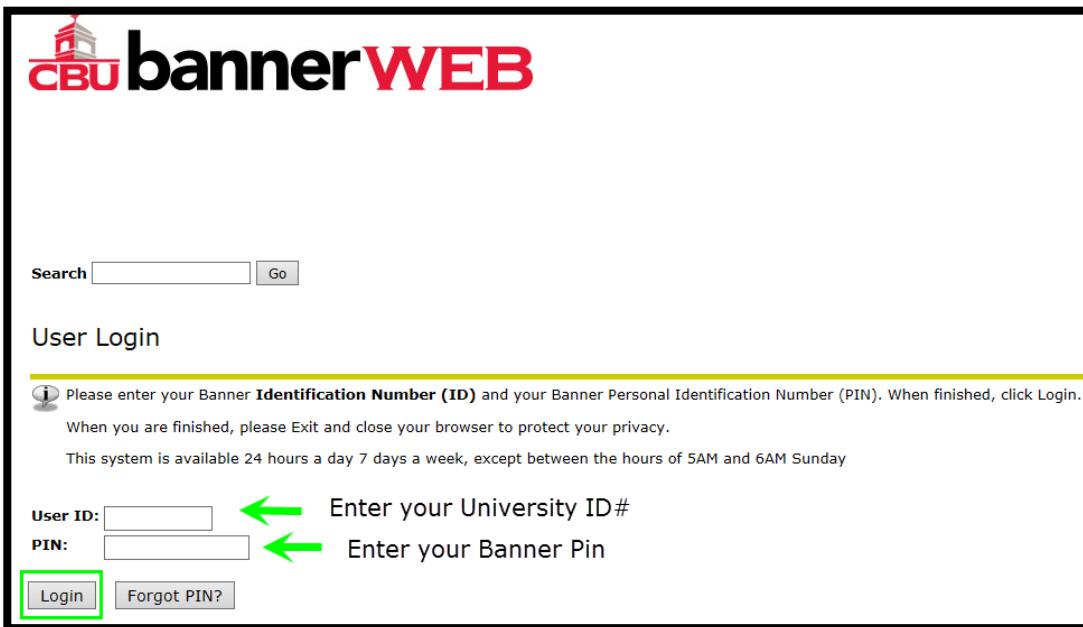
On the log in screen enter your university ID number and Banner Web PIN.

Your university ID number is a nine digit number that is located on your CBU ID card. If you do not have an ID card, please stop by Campus Safety to have one made.

Your Banner PIN number was mailed to you. If you do not remember it, you can reset it from the “**MyCBU**” menu (refer to next page)

Click “**Login**.”





The image shows the CBU bannerWEB login page. At the top left is the CBU logo and the text "bannerWEB". Below the logo is a search bar with a "Go" button. The main title "User Login" is centered. A note below it says: "Please enter your Banner Identification Number (ID) and your Banner Personal Identification Number (PIN). When finished, click Login." It also includes instructions: "When you are finished, please Exit and close your browser to protect your privacy." and "This system is available 24 hours a day 7 days a week, except between the hours of 5AM and 6AM Sunday". The login form has two text input fields: "User ID:" and "PIN:", each with a green arrow pointing to it. Below the fields are two buttons: "Login" (highlighted with a green box and arrow) and "Forgot PIN?".

Resetting Your Banner PIN

1.) Go to the CBU website (www.cbu.edu)

Click on “MyCBU” at the top of the page.

Click on “My Account.”

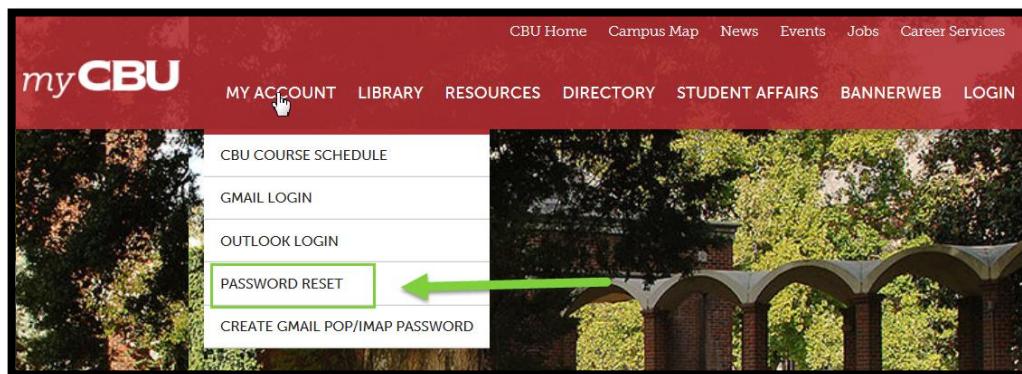
Select “Password Reset” from the drop down menu.

Select “Change Banner Pin” from drop down menu.

Enter the required information on form.

If you successfully reset your PIN you will be directed to close the browser.

Please write down your PIN number in a secure location.



On-Line Banner Web PIN Reset

This process is used to reset your Banner PIN. You establish your identity using your **active directory**.

Your browser must be able to run Javascript and to process cookies in order to run this process. You must have to start over. If you answer incorrectly more than three times you will also have to start over.

Banner ID	<input type="text"/>	You will find this on your CBU ID card
Username	<input type="text"/>	Do not precede your username with cbu\
Password	<input type="password"/>	Use your active directory/email password
New Banner Web PIN	<input type="text"/>	
Re-enter New Banner Web PIN	<input type="text"/>	

Banner Web PIN must be all numerals at least 6 digits in length

9:09:06 AM

Your PIN has been successfully reset.

Please close this window or this browser tab.

Note: Some browsers (e.g. Firefox and Safari) require that the window or tab be closed manually.

[Close this window in Internet Explorer](#)

First Time Users

You will be directed to a Terms of Usage page. You must agree by selecting “continue” to access Banner Web. You will now need to setup a security question.

Select the free-form field and enter a question only you will know the answer to.

Enter the answer to your questions in the answer field.

Click “Submit.”

You will then review your selections and click “Save.”

Terms of Usage

You are entering a secure information area. Unless otherwise noted, any information you enter or change will be effective immediately. You are responsible for any changes made using your ID. Please do not share your ID or PIN with others.

If you agree to these terms of usage, click on the "Continue" button below. Otherwise, click on the "Exit" button.

Personal Information **Student Services**

Search

 Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

Question:

Answer:

Banner Web Home Page

- 1.) You will be sent to the Banner Web Home Page.
- 2.) To access your faculty menu, select “**Faculty Services**” from the menu or the tab at the top of the page.
- 3.) At the top of the menu click “**Term Selection**.”
- 4.) Select the term from the drop down menu and click “**Submit**.” The term you selected will be saved until you log out of Banner Web.
- 5.) From the “**Faculty Services**” menu you will enter attendance, print your rosters, enter grades, print your faculty schedule and submit a grade change.

banner WEB

Personal Information **Student Services** **Faculty Services** **Employee Services**

Search Go

Welcome, Dawn E. Carpenter, to the Christian Brothers

Personal Information
Update addresses, contact information or marital status; review name or social security

Student Services
Apply for Admission, Register, View your academic records

Faculty Services
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee Services
See pay stub, leave time, sick time and other employee related information

Photo Roster

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2016

Submit

Faculty Services

Term Selection

Class Attendance
Use this link to record your class attendance

Attendance Reports
Use this link to display attendance information.

Class Roster with Photographs
Class roster with photographs

Class Roster without Photographs
Class Roster without Photographs for your classes. Shows ID, name, finalized, major, concentration, class and CBU email.

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Mid Term Grades

Final Grades

Registration Add/Drop

Student Menu
Display student information; View a student's schedule; Process a student's registration.

Advisor Menu
View a student's transcript, Advisee list, Advisee Summary, DegreeWorks or Advising Intervention

Student Directory
Lookup student information.

Submit a Grade Change Request

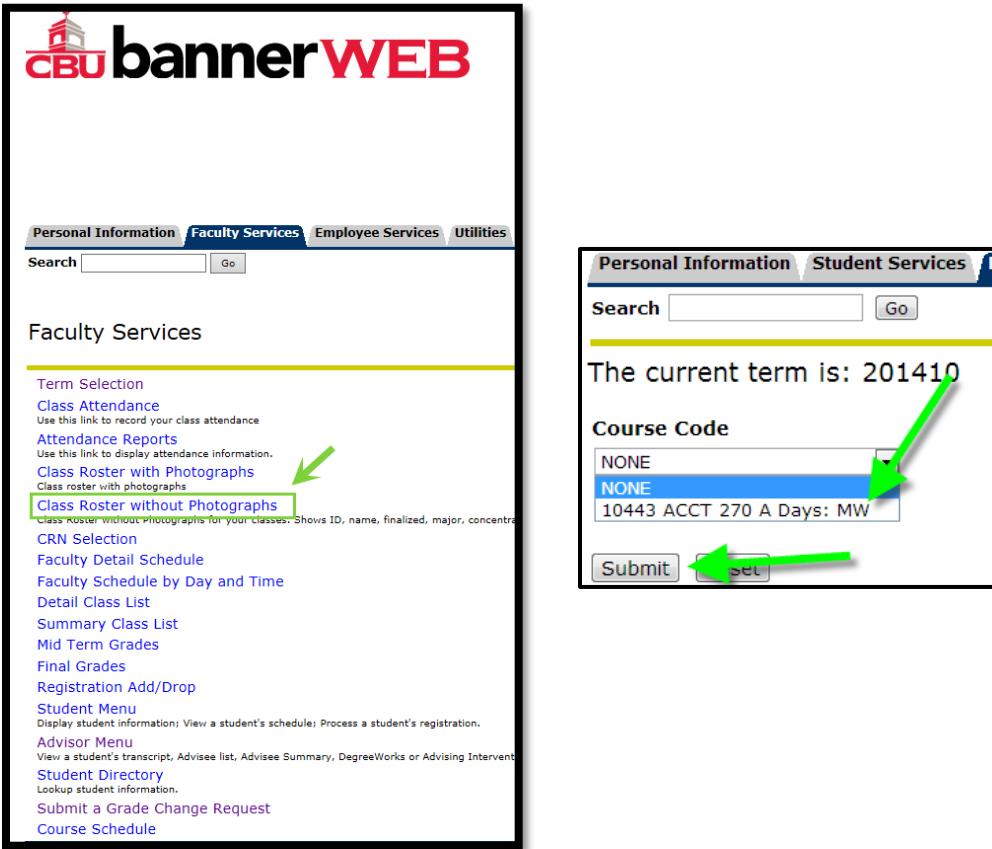
Course Schedule

Report Academic Misconduct

Early Alert Reporting

Checking Student Finalization

1. All students who are attending class should be listed on your roster.
2. Students should all be finalized by the first day of class.



Faculty Services

Term Selection

Class Attendance
Use this link to record your class attendance

Attendance Reports
Use this link to display attendance information.

Class Roster with Photographs
Class roster with photographs

Class Roster without Photographs
Class roster without photographs for your classes. Shows ID, name, finalized, major, concentration, and CRN.

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Mid Term Grades

Final Grades

Registration Add/Drop

Student Menu
Display student information; View a student's schedule; Process a student's registration.

Advisor Menu
View a student's transcript, Advisee list, Advisee Summary, DegreeWorks or Advising Intervent

Student Directory
Lookup student information.

Submit a Grade Change Request

Course Schedule

Personal Information **Faculty Services** **Employee Services** **Utilities**

Search Go

The current term is: 201410

Course Code

TERM	TERM DESCRIPTION	CRN	PTRM	SUBJ	CRSE	SEC	NAME	CREDITS																																																												
201610	Fall 2015	10563	2	HIST	151	A	American Society to 1877	3.000																																																												
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Begin Time	End Time	Bldg	Room	Days	Start Date	End Date																																																														
0900	0950	BU	112	M W F	22-AUG-15	19-DEC-15																																																														
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Instructor(s)																																																																				
Carriere , Marius M.																																																																				
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<table border="1"><thead><tr><th>BANNER ID</th><th>STUDENT NAME</th><th>AR Maj</th><th>CONC</th><th>CLASS</th><th>EMAIL ADDRESS</th></tr></thead><tbody><tr><td>ica Taylor</td><td></td><td>Y Civil Engineering</td><td></td><td>FR</td><td>cbu.edu</td></tr><tr><td>haniel Ryan</td><td></td><td>Y History</td><td></td><td>FR</td><td>bu.edu</td></tr><tr><td>Mirissa Joi</td><td></td><td>Y Creative Writing</td><td></td><td>SO</td><td>@cbu.edu</td></tr><tr><td>man Alexander</td><td></td><td>Y Psychology</td><td></td><td>SO</td><td>bu.edu</td></tr><tr><td>Nicholas Alan</td><td></td><td>Y History</td><td></td><td>JR</td><td>@cbu.edu</td></tr><tr><td>erica Kristonnia Nichelle</td><td></td><td>Y Psychology</td><td></td><td>JR</td><td>@cbu.edu</td></tr><tr><td>bert Paul</td><td></td><td>Y Electrical Engineering</td><td>ELSY</td><td>FR</td><td>cbu.edu</td></tr><tr><td>gelica Catrice</td><td></td><td>Y English Corporate Comm</td><td></td><td>SO</td><td>@cbu.edu</td></tr><tr><td>Demi Shea</td><td></td><td>Y General Studies</td><td></td><td>SO</td><td>@cbu.edu</td></tr></tbody></table>									BANNER ID	STUDENT NAME	AR Maj	CONC	CLASS	EMAIL ADDRESS	ica Taylor		Y Civil Engineering		FR	cbu.edu	haniel Ryan		Y History		FR	bu.edu	Mirissa Joi		Y Creative Writing		SO	@cbu.edu	man Alexander		Y Psychology		SO	bu.edu	Nicholas Alan		Y History		JR	@cbu.edu	erica Kristonnia Nichelle		Y Psychology		JR	@cbu.edu	bert Paul		Y Electrical Engineering	ELSY	FR	cbu.edu	gelica Catrice		Y English Corporate Comm		SO	@cbu.edu	Demi Shea		Y General Studies		SO	@cbu.edu
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haniel Ryan		Y History		FR	bu.edu																																																															
Mirissa Joi		Y Creative Writing		SO	@cbu.edu																																																															
man Alexander		Y Psychology		SO	bu.edu																																																															
Nicholas Alan		Y History		JR	@cbu.edu																																																															
erica Kristonnia Nichelle		Y Psychology		JR	@cbu.edu																																																															
bert Paul		Y Electrical Engineering	ELSY	FR	cbu.edu																																																															
gelica Catrice		Y English Corporate Comm		SO	@cbu.edu																																																															
Demi Shea		Y General Studies		SO	@cbu.edu																																																															

Entering Attendance

CBU requires all faculty members to take and record attendance for the first three weeks of each term. Attendance is required before financial aid monies can be disbursed. **No attendance recorded = no money for students from financial aid.**

- 1.) From the “**Faculty Services**” menu select “**Class Attendance**.”
- 2.) Under “**Course Code**” choose the course for which you plan to enter attendance information.
 - a. All courses you are teaching in this term will appear in the drop down menu.
 - b. If a course does not appear, please contact the Registrar’s Office.
- 3.) Click on the drop down menu “**Class Day**” to select the day for which you wish to enter attendance.
- 4.) The attendance entry form will come up.
 - a. There is a ten minute time-out limit on this screen. Be sure to save your entries every so often.
 - b. Please note the “**Finalized/Not Finalized**” notation next to the students’ names. Not Finalized means that the student has not settled their accounts with the business office. All student who are in your course should show as finalized after the first day. If they are not finalized, please alter them to this.
- 5.) Once you have checked all students who were present that day hit “**Submit**” to save the information.

The image shows two screenshots of the CBU bannerweb system. The left screenshot is the 'Faculty Services' menu with a green arrow pointing to the 'Class Attendance' link. The right screenshot is the 'Class Attendance' entry form. It shows a dropdown menu for 'Course Code' with '20614 MGMT 250 BB1 Days:' selected, and a dropdown menu for 'Class Day' with 'Wednesday April 24, 2013' selected. Both dropdown menus have a green arrow pointing to them.

The image shows the 'Attendance Processing Instructions' page. It displays a list of student names with checkboxes next to them. Some names have a green box with 'Finalized' written in it. A green arrow points to the 'Submit' button at the bottom left of the page.

Student Name	Attendance Status
Adams	Finalized
Finalized	Finalized

Entering Mid-term Grades

Mid-term grades are given for undergraduate 16 week classes only. Eight week classes do not give mid-term grades.

- 1.) Under Faculty Services tab click "Term Selection" and select the current term from the dropdown
- 2.) Click on the link "Mid Term Grades" from the "Faculty Services" menu. (Please note that Mid Term grades are always due the Monday of fall or spring break at 10:00 am).
- 3.) You will then have to select the class from the dropdown menu. You will then be directed to the Mid-Term Grades worksheet for the course you selected. All students who are enrolled in that course should be listed on the worksheet.
- 4.) Your course information is listed on the top left. All students are listed in alphabetical order. Their student ID numbers will be listed as well. Please know that this information is sensitive and should not be release or printed on "open" printers.
- 5.) Each student has a drop down menu for their grade. You must select a grade from those that are available to you. Enter a grade for each student. Please be aware that the system will time out every 15 minutes so be sure to save often.
- 6.) Do not use the "Last Attend Date MM/DD/YYYY" or "Attend Hours 0-999.99" for Mid Term grades.
- 7.) Once you enter the grades for the students, hit submit.

CBU bannerWEB

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Employee](#)

Search

Select Term

 Select the Term for processing then press the Submit Term button.

Select a Term: 



RELEASE 2.5.1.2

Mid-Term Grade Worksheet

1 Enter the final grades for each student. If a student is "Last Attended", Please ignore the column labeled next to a student's name, the personal information is **CONFIDENTIAL**.

Course Information
601P: Intro French Camp & Conv - FOR 101 X CRN:

Students Registered: 11

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

Select a grade from the drop down menu.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attended	Date Attended	Attend Hours 0-999.99	Registration Number
1	Dianna		3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	1
2	Caroline		3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	2
3			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	3
4			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	4
5			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	5
6			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	6
7			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	7
8			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	8
9			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	9
10			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	10
11			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	11
12			3.000	**Registered** Jul 02, 2013	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	<input type="button" value="None"/>	12

Submit **Reset**

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

Do not use the "Last Date of Attendance" field for mid term grades.

Do not use the "Attend Hours" field.

Select CRN

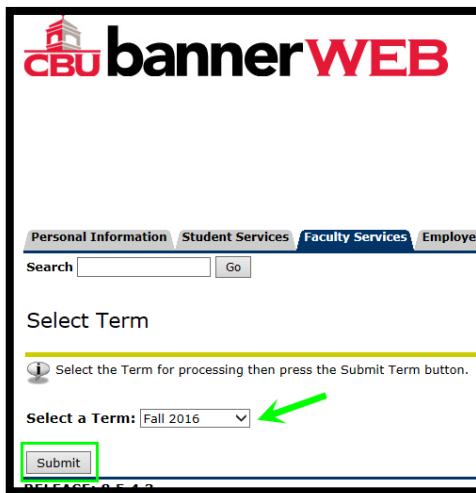
 Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

Submit

Entering Final Grades

- 1.) Under Faculty Services tab click “Term Selection” and select the current term from the dropdown
- 2.) From the “**Faculty Services**” menu click on the link “**Final Grades**.”
- 3.) You will then have to select the class. You will then be directed to the Final Grades worksheet for the course you selected. If you get an error message then the worksheets are not open yet. They normally will only be open during the week of finals. All students who are enrolled in that course should be listed on the worksheet. If you are unable to see one or all of your students please contact the Office of the Registrar immediately to resolve the problem.
- 4.) Your course information is listed on the top left. All students are listed in alphabetical order. Their student ID numbers will be listed as well. Please know that this information is sensitive and should not be release or printed.
- 5.) Each student has a drop down menu for their grade. Enter a grade for each student. **Please be aware that the system will time out every 15 minutes, so be sure to save often.**
 - a. You must choose a grade from the ones listed in the drop down menu. Graduate and undergraduate courses have different grading options.
 - b. You cannot give a student an “I” on this page. In order for a student to receive an incomplete the incomplete contract must be submitted to the Office of the Registrar one week prior to the deadline for entering grades.
 - i. Incomplete contracts cannot be submitted during finals week except in the case of an emergency (medical issue or death).
 - ii. You can print an incomplete form from https://assets.speakcdn.com/assets/2091/incomplete_grade_form_12-12-16.pdf or pick one up in the Office of the Registrar in Barry Hall, Room 40.
 - iii. An incomplete is a contract between you and the student and requires the signature of both the faculty member and the student as well as the dean of the particular school in which the incomplete grade is being given. The grade of “I” should be given only if the student is passing the course and has extenuating circumstances. (Not showing up for the final exam without contacting the instructor beforehand is not an acceptable reason for giving an “I”. The student should be given the grade that they have earned based on the work completed at that point in time.)
 - iv. The “I” grade will be entered by the Office of the Registrar upon receipt of the “Incomplete Form”.
 - c. Any grades of “F” or “FA” require that the last date of attendance be entered at the same time in the column labeled “Last Attend Date MM/DD/YYYY”. (Please note that the year is 4 digits.)
 - d. If a student **never attended the class**, then the grade of “FN” is entered and no “Last Attend Date” is required.
- 6.) Do not use “Attend Hours 0-999.99” for Final grades.



Search Go

RETURN TO MENU SITE MAP HELP EXIT

Final Grade Worksheet

Enter the final grades for each student. If a student is "Last Attend Date", Please ignore the column labeled "A" next to a student's name, the personal information is to date they attended your class in the column labeled "A", which CBU does not offer. If Confidential appears to view the student's address and phone number.

Course Information
SpTp: Intro French Comp & Conv - FORL 101 X

CRN:
Students Registered: 11

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

Select a grade from the drop down menu.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Entered Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Diarra		3.000	**Registered** Jul 02, 2013	None <input type="button" value="None"/>	N		1
2			3.000	**Registered** Jul 02, 2013	A <input type="button" value="A"/>	N		2
3	Caroline		3.000	**Registered** Jul 02, 2013	B <input type="button" value="B"/>	N		3
4			3.000	**Registered** Jul 02, 2013	C <input type="button" value="C"/>	N		4
5			3.000	**Registered** Jul 02, 2013	D <input type="button" value="D"/>	N		5
6			3.000	**Registered** Jul 02, 2013	F <input type="button" value="F"/>	N		6
7			3.000	**Registered** Jul 02, 2013	FA <input type="button" value="FA"/>	N		7
8			3.000	**Registered** Jul 02, 2013	FN <input type="button" value="FN"/>	N		8
9			3.000	**Registered** Jul 02, 2013	WXT <input type="button" value="WXT"/>	N		9
10			3.000	**Registered** Jul 02, 2013	XP <input type="button" value="XP"/>	N		10
11			3.000	**Registered** Jul 02, 2013	XFT <input type="button" value="XFT"/>	N		11
12			3.000	**Registered** Jul 02, 2013	None <input type="button" value="None"/>	N		12

Do not use the "Attend Hours" field.

Enter a Last Date of Attendance on all students who receive an "F" or "FA"

Submit Reset

Please submit the grades often. There is a 15 minute time limit starting at 01:46 pm on Aug 09, 2013 for this page.

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid-Term Grades | Student Menu | Summary Class List]

RELEASE: 0.1

Rejected Grade Submission:

Final Grade Worksheet

Enter the final grades for each student. If a student is receiving the grade of "F" please enter the last date they attended your class in the column labeled "Last Attend Date". Please ignore the "Last Attend Date" column for CEU credits, which CBU does not offer. If Confidential appears next to a student's name, the personal information is to be kept confidential. Click on a student's name to view the student's profile.

Course Information

Introduction to Sociology - SOC 101 1
CRN: 10219
Students Registered: 20

Please submit the grades often. There is a 150 minute time limit starting at 09:17 am on Mar 04, 2014 for this page.

Your grade submissions have been rejected.

A last attendance date is required for the following grade code(s): F, FA. Please insert a last date of attendance and resubmit your grades.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	[REDACTED]	[REDACTED]	3.000	**Web Reg. Apr 10, 2013	F <input checked="" type="checkbox"/> N		[REDACTED]	0-999.99	6
2	[REDACTED]	[REDACTED]	3.000	**Web Reg. Jul 16, 2013	FA <input checked="" type="checkbox"/> N		[REDACTED]	18	
3	[REDACTED]	[REDACTED]	3.000	**Web Reg. Aug 11, 2013	F <input checked="" type="checkbox"/> N		[REDACTED]	25	

Successful Grade Submission:

Final Grade Worksheet

Enter the final grades for each student. If a student is receiving the grade of "F" please enter the last date they attended your class in the column labeled "Last Attend Date". Please ignore the "Last Attend Date" column for CEU credits, which CBU does not offer. If Confidential appears next to a student's name, the personal information is to be kept confidential. Click on a student's name to view the student's profile.

Course Information

Introduction to Sociology - SOC 101 1
CRN: 10219
Students Registered: 20

Please submit the grades often. There is a 150 minute time limit starting at 09:19 am on Mar 04, 2014 for this page.

The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	[REDACTED]	[REDACTED]	3.000	**Web Reg. Apr 10, 2013	F <input checked="" type="checkbox"/> N		09/23/2013	6	
2	[REDACTED]	[REDACTED]	3.000	**Web Reg. Jul 16, 2013	FA <input checked="" type="checkbox"/> N		09/30/2013	18	
3	[REDACTED]	[REDACTED]	3.000	**Web Reg. Aug 11, 2013	F <input checked="" type="checkbox"/> N		08/25/2013	25	

Submitting a Grade Change Request / Updated Grade for Incomplete Grade Contract

From the “Faculty Services” menu click on the link “Submit a Grade Change Request”. “Select the Term” from the dropdown menu, and then “Select the Course”. From the class roster, select the student requiring a grade change:

Faculty Services

- Term Selection
- Class Attendance
- Attendance Reports
- Class Roster with Photographs
- Class Roster without Photographs
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Registration Add/Drop
- Student Menu**
- Display student information; View a student's schedule; Process a student's registration.
- Advisor Menu**
- View a student's transcript, Advisee list, Advisee Summary, DegreeWorks or Advising Interests.
- Student Directory
- Lookup student information.
- Submit a Grade Change Request**
- Course Schedule
- Report Academic Misconduct
- Early Alert Reporting

Personal Information **Student Services** **Faculty Services** **Employee Services**

Search Go

Select the term:

Submit

Personal Information **Student Services** **Faculty Services** **Employee Services**

Search Go

Select the course:

Submit

Personal Information **Student Services** **Faculty Services** **Employee Services** **Financial Aid**

Search Go

Select the student:

Submit

Complete the following information in the areas provided:

- Select new grade from dropdown menu
- Select reason (work turned in late is not an acceptable reason for a grade change)
- Give an explanation of the reason for the grade change
- Provide contact phone number
- Submit request

You have selected to change Annie's grade for ENG 112 TR1 in Spring 2015
The current grade is: B

New Grade: 

Reason for change: 

Please explain why you are submitting this grade change request (limit 240 characters)
 

Please provide a phone number that we can reliably contact you at
 

Please note: You will be contacted should the Registrar's office have any questions

A request for a change of grade other than the removal of an incomplete will require the Registrar's staff to secure the approval of the department chair/director and the approval of the dean of the school before the grade change can be processed by the Registrar's office. Requests for a change of grade other than the removal of an incomplete for work submitted after the final grading deadline are not appropriate and will be denied.