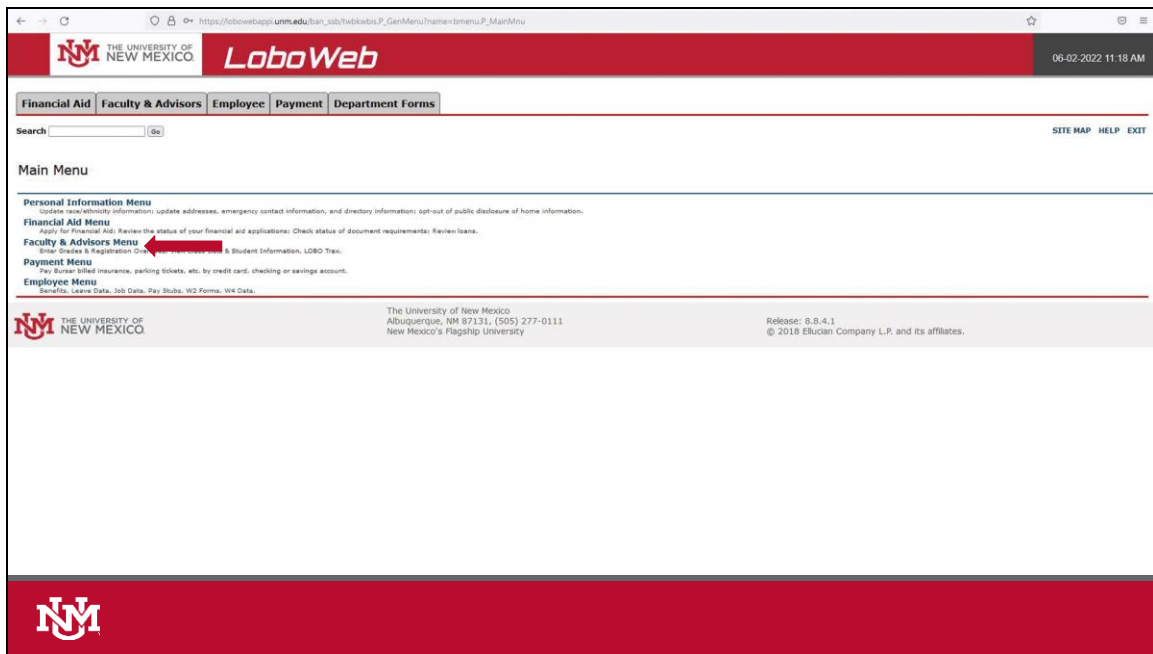
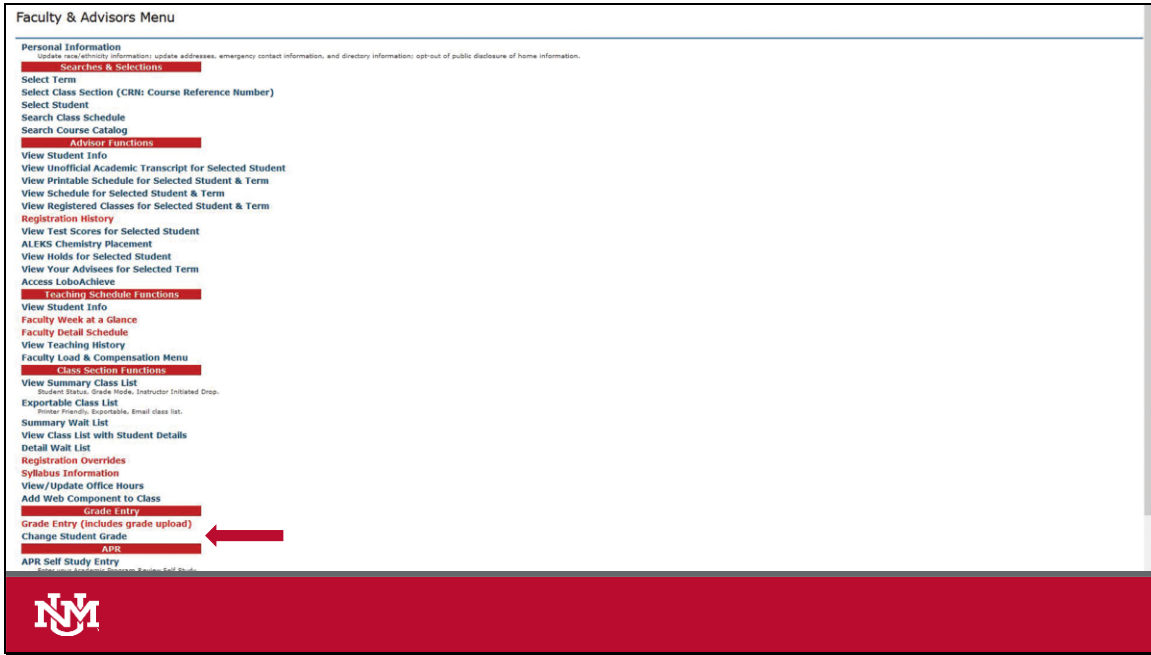


Banner Faculty Self-Service | Change Student Grade

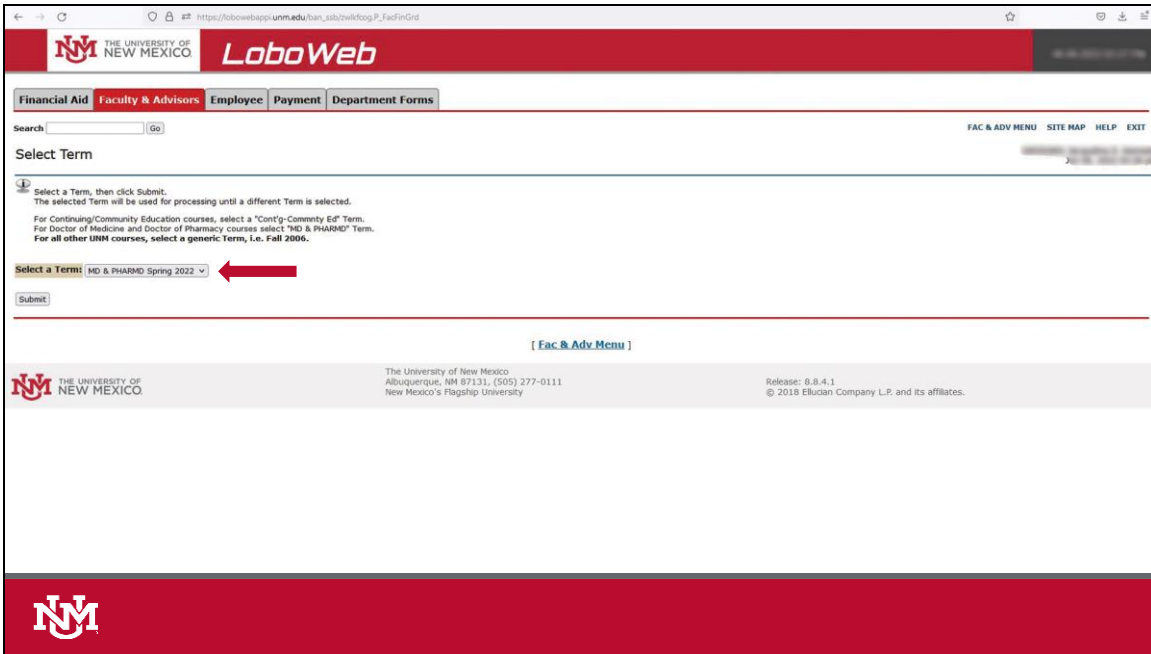
The primary instructor may change a student's grade via LoboWeb up to one year after the semester in which the student was enrolled. In this tutorial we are going to show you how to change a student's grade.



1. To change a student's grade you will go to LoboWeb and select the Faculty & Advisors Menu.



2. Under Grade Entry you will choose Change Student Grade



3. Select the term you are changing grades for. Your drop down will show the most recent terms for which you've conducted courses.

Tips and Reminders:

- ONLY the Primary Instructor can enter/change grades.
- Faculty may change grades via LoboWeb up to one year after the term in which the student was enrolled.
- Changes beyond one year require the student to submit a Grade Petition.
- For any non-passing grade (I, F, NC, W), a Last Attend Date is required.
- A reason code is required to submit a grade change.
- Grade changes can be done after final grades are submitted or after the end of term.

Additional Information about the Change Student Grade process is available at Fast Info #2057.

For any questions about grade changes please call 505.277.8900. If you are experiencing technical issues please create a help ticket with IT at help.unm.edu or call IT at 505.277.5757.

December 2022