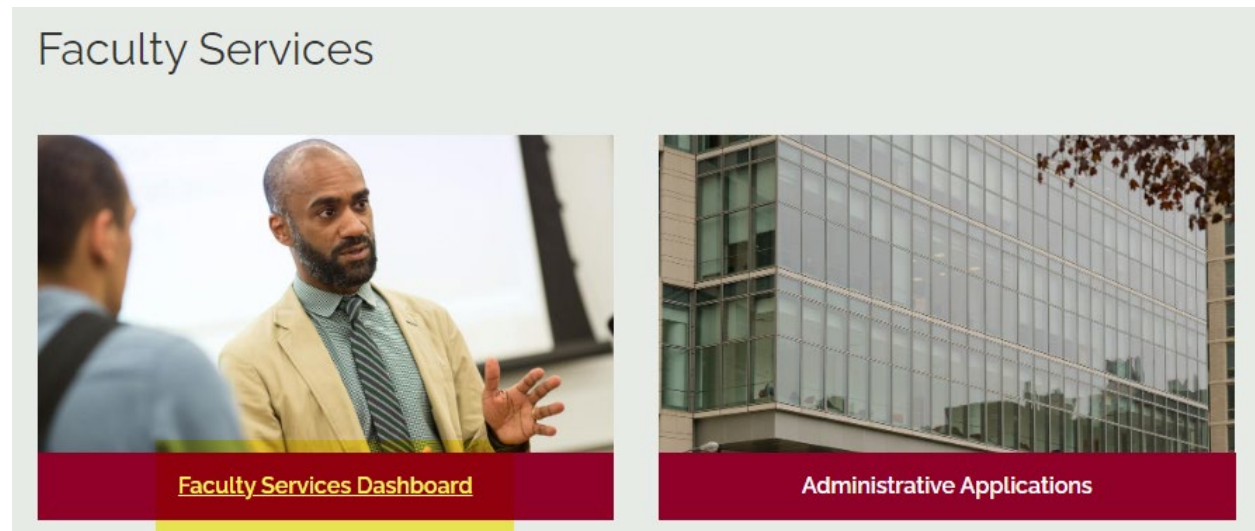


## Instructions to Change a Grade

**Step 1:** From the Fordham.edu Faculty page, select “Faculty Services Dashboard.”



**Step 2:** Select “Faculty Grade Change.”

- [Instructions for Undergraduate Midterm Evaluations](#)
- [Instructions for Final Faculty Grading](#)
- [Enter Final Grades Here](#)
- [Class List - \(Banner\)](#)
- [Class List Report Instructions](#)
- [Class List Report - \(use this to download data to Excel and to email students\)](#)
- [Explanation of Transcript & Grades](#)
- [Faculty Schedule](#)
- [Student Search](#)
- [Registration History](#)
- [Student Week At a Glance](#)
- [\(105\) Course Section Scan](#)
- [Class Attendance Reporting](#)
- [Faculty Grade Change](#)

**Step 3:** Select the term of the relevant course in which to change a grade.

Select a term: \*

**Step 4:** Choose the relevant course under “CRN,” select the appropriate student, new grade, reason for the change, and enter comments.

Then, click “Submit.”

Select a term: \*

CRN \*

Select a Student \*

Current Student Grade

Select a grade \*

Select a Change Reason \*

Enter a Comment \*

Submit

Clear Form