Grade Change Request Service

1. Log into your Highlander Pipeline,
   Select “Faculty/Staff Services” on the left hand side,
   Scroll down to the “Academic & Faculty Services” section,
   Lastly select “Grade Change Request Service**”

2. Log into the form using your UCID and password
3. Select the **term** from the drop down menu, then the **course** the student was enrolled in.
4. The entire course roster will then populate.

5. Select the student, select the new grade from the drop down menu, then reason for the change.

6. Select submit when finished.

Note:
- Grades will be reflected in the system once they are approved by the academic department.
- Once approved and processed students will receive a confirmation email.