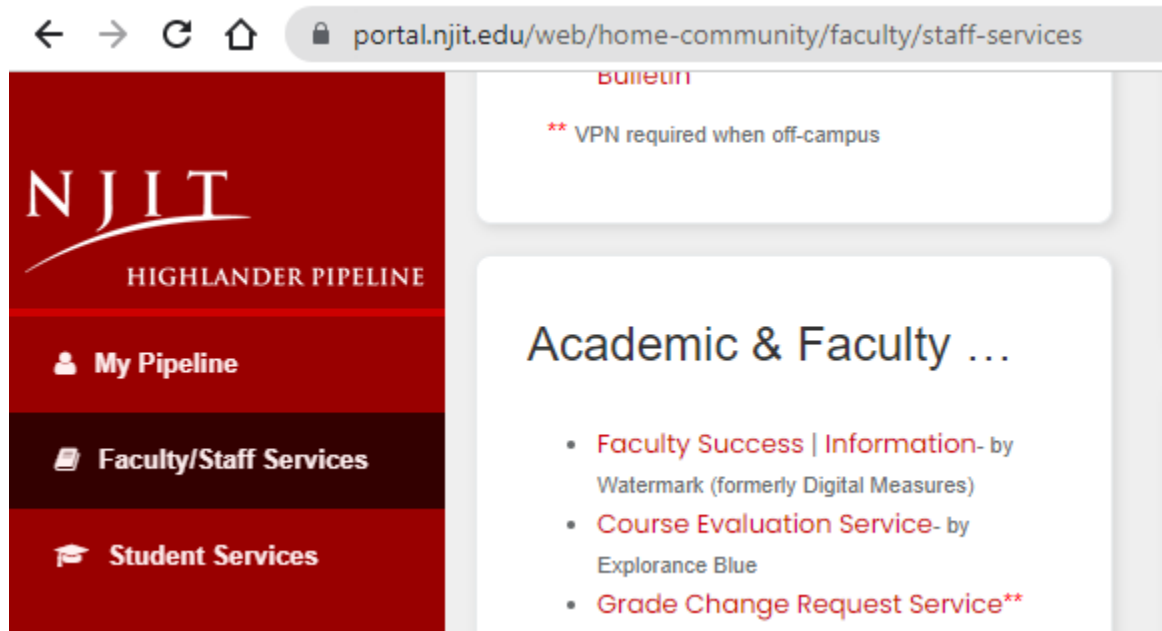


## Grade Change Request Service

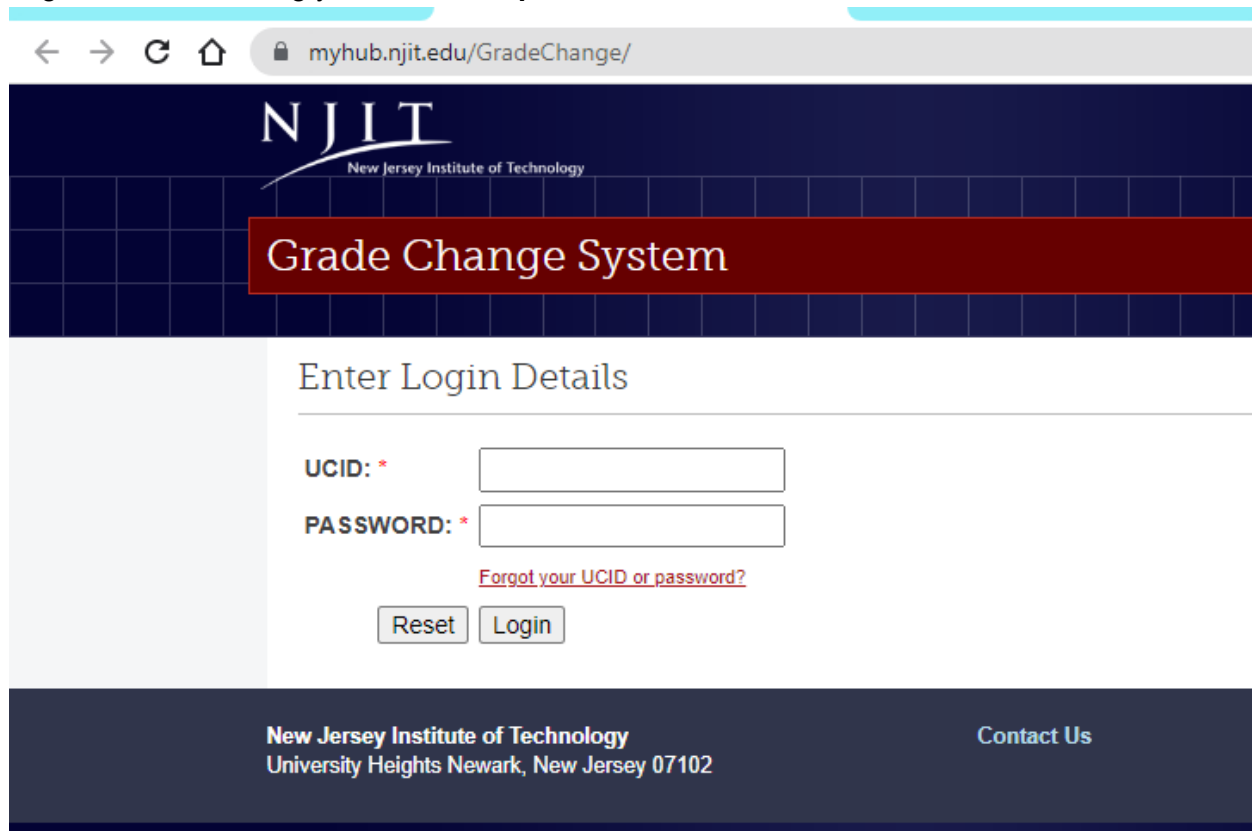
1. Log into your **Highlander Pipeline**,  
Select "**Faculty/Staff Services**" on the left hand side,  
Scroll down to the "**Academic & Faculty Services**" section,  
Lastly select "**Grade Change Request Service\*\***"



The screenshot shows the NJIT Highlander Pipeline website. The browser address bar displays [portal.njit.edu/web/home-community/faculty/staff-services](https://portal.njit.edu/web/home-community/faculty/staff-services). On the left, a red sidebar menu contains the NJIT logo and the text "HIGHLANDER PIPELINE". Below the logo are three menu items: "My Pipeline", "Faculty/Staff Services" (which is highlighted), and "Student Services". The main content area is titled "Academic & Faculty ..." and contains a list of services:

- **Faculty Success | Information-** by Watermark (formerly Digital Measures)
- **Course Evaluation Service-** by Explorance Blue
- **Grade Change Request Service\*\***

2. Log into the form using your **UCID** and **password**



The screenshot shows the login form for the NJIT Grade Change System. The browser address bar displays [myhub.njit.edu/GradeChange/](https://myhub.njit.edu/GradeChange/). The page features the NJIT logo and the text "New Jersey Institute of Technology". A large red banner reads "Grade Change System". Below the banner, the heading "Enter Login Details" is followed by two input fields: "UCID: \*" and "PASSWORD: \*". A link for "[Forgot your UCID or password?](#)" is located below the password field. At the bottom of the form are two buttons: "Reset" and "Login". The footer of the page contains the text "New Jersey Institute of Technology" and "University Heights Newark, New Jersey 07102" on the left, and a "Contact Us" link on the right.

3. Select the **term** from the drop down menu,  
Then the **course** the student was enrolled in

myhub.njit.edu/GradeChange/gradechange/loginvalidate

**NJIT**  
New Jersey Institute of Technology

## Grade Change System

Student Details | Grade Change Reports

Please select 'TERM' first and then select 'COURSE'!

TERM:  COURSE:

New Jersey Institute of Technology  
University Heights Newark, New Jersey 07102

Contact Us

myhub.njit.edu/GradeChange/gradechange/studentdetails

**NJIT**  
New Jersey Institute of Technology

## Grade Change System

Student Details | Grade Change Reports

Please select 'TERM' first and then select 'COURSE'!

TERM:  COURSE:

- Select
- FYS SEM - C05 (93641) - First-Year Seminar
- MR MIL - 001 (96092) - Maintaining Registration

New Jersey Institute of Technology  
University Heights Newark, New Jersey 07102

Maps &

4. The entire course roster will then populate

myhub.njit.edu/GradeChange/gradechange/studentdetails/searchForm

**NJIT**  
New Jersey Institute of Technology

## Grade Change System

Student Details | Grade Change Reports | Logout

Please select 'TERM' first and then select 'COURSE'!

TERM: 2022 Fall | COURSE: FYS SEM - C05 (93641) - First-Year Seminar | Search

Select	Student Name	ID	Current Grade	New Grade	Change Reason	Comments	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	S	Please Select	Please Select		
<input type="checkbox"/>	[Redacted]	[Redacted]	S	Please Select	Please Select		

5. Select the **student**,  
Select the **new grade** from the drop down menu,  
Then **reason** for the change

myhub.njit.edu/GradeChange/gradechange/studentdetails/searchForm

**NJIT**  
New Jersey Institute of Technology

## Grade Change System

Student Details | Grade Change Reports | Logout

Please select 'TERM' first and then select 'COURSE'!

TERM: 2022 Fall | COURSE: MR MIL - 001 (96092) - Maintaining Registration | Search

Select	Student Name	ID	Current Grade	New Grade	Change Reason	Comments	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	S	Please Select	Please Select		
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	S	A	Error in Computation		
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	S	B	Completed Required Course Work		
<input type="checkbox"/>	[Redacted]	[Redacted]	S	Please Select	Please Select		
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	S	C+	Other - put comment in Comment field	Other	

Submit Cancel

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.