

Electronic Grade Change Tip-Sheet for Faculty

Grading Policies:

From the Undergraduate and Graduate Catalogs:

Grade Changes

Grade change requests will not be accepted after the end of the subsequent semester.

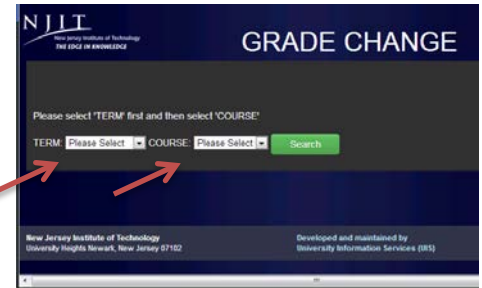
From the Faculty Handbook:

3.5.1 Incomplete

The grade of Incomplete ("I") is given in rare instances where a student could not complete the work of the course. The "I" grade must be removed in the next regular semester. If the "I" grade is not removed by the end of the following semester the student's grade will be changed to a failing grade. When giving a grade of "I", the instructor must notify the student, in writing, of the exact work to be completed and the date by which it must be submitted.

Grade changes conforming to these policies may be submitted electronically utilizing the following procedures:

1. Log into Highlander Pipeline (<http://my.njit.edu>)
2. Click the "Faculty/Staff Services" tab.
3. Find the "Faculty Specific Resources" channel and click on "Electronic Grade Change."
4. A new window will be opened. Select the term and course for which the change is to be made.
5. Only those terms and courses that fall within the policies listed above will be displayed. For example, Fall 2013 courses will be available for grade changes from the end of the Fall 2013 semester through the end of the Spring 2014 semester.
6. The class roster will be displayed with the currently assigned grades for the selected course



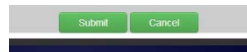
7. Select the student for which the change is to be made.

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

TERM: 2013 SUMMER COURSE: [Search]

| Select | Student Name | ID | Credit | Current Grade | New Grade * | Change Reason * | Comments | Status |
|--------------------------|--------------|------------|--------|---------------|---------------|-----------------|----------|--------|
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | C+ | Please Select | Please Select | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | D | Please Select | Please Select | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | D | Please Select | Please Select | | |

8. Select the new grade
9. Select a change reason and submit any comments that would be appropriate for the next approver (Chair or Dean). Please note that incomplete grades do not require a next approver and will be processed immediately.
10. Grade changes for multiple students may be submitted in one session.
11. When finished with making changes, click "Submit" at the bottom of the roster or click "Cancel" to start over.
12. After clicking "Submit" a confirmation page will be displayed as well as a confirmation email sent to you @njit email account.
13. The next approver will be notified immediately that a grade change is awaiting approval.
14. You will be notified via email when the grade change is approved or denied.
15. Students will only be notified upon approval of a grade change.



Thank you for your grade change submission. An email confirmation is being sent. You will receive updates via email as the submission works its way through the approval process.

| Student ID | Student Name | Current Grade | New Grade | Change Reason |
|------------|--------------|---------------|-----------|--------------------------------|
| [REDACTED] | [REDACTED] | C+ | B+ | Completed Required Course Work |

You may sign out by clicking the link above or you may click "Continue" to change additional grades.

[Continue](#)

This is an automated message confirming the grade change submission for 2012 Spring [REDACTED] for the following students. It has been received and has been routed to your chair or next approver for review. You will be notified via email when the submission has been approved or denied. Please see details below.

| Student ID | Student Name | Current Grade | New Grade | Change Reason |
|------------|--------------|---------------|-----------|--------------------------------|
| [REDACTED] | [REDACTED] | C+ | B+ | Completed Required Course Work |

Please contact the Office of the Registrar at registrar@njit.edu with any questions.