Electronic Grade Change Tip-Sheet for Chairs and Deans

Grading Policies:

From the Undergraduate and Graduate Catalogs:

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

From the Faculty Handbook:

> 3.5.1 Incomplete
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> 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 by faculty. Changes from a letter grade to another letter grade require the approval of the Chair of the department. If the chair of the department happens to be the faculty submitting the grade, the approval will be routed to the Dean. Grade change approvals or denials may be submitted electronically utilizing the following procedures:

1. When a faculty member in your department submits an electronic grade change, the Chair (or Dean) will receive an email notice that there is a grade change awaiting approval.
2. Log into Highlander Pipeline (http://my.njit.edu)
3. Click the "My Pipeline" tab.
4. Find the "My Workflow" channel.
5. Click on the link for the grade change needing approval

6. You will be presented with the grade change approval form displaying the Old Grade and New Grade along with student and course identification.

7. Optional comments from the submitting faculty member will also be displayed if available

8. Select "Approve" or "Reject" as appropriate

9. Type any comments that you would like communicated to the submitting faculty member.

10. Click "Save & Close" only if you want to save your current position and close the form. Otherwise, click "Complete" to finish the approval process.

11. Upon Approval, a confirmation email will be sent to you, the submitting faculty member and the student. Upon Denial, a confirmation email will be sent to you and the submitting faculty member.