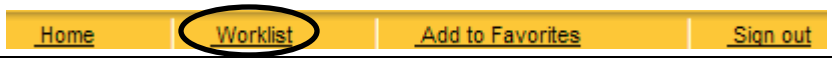
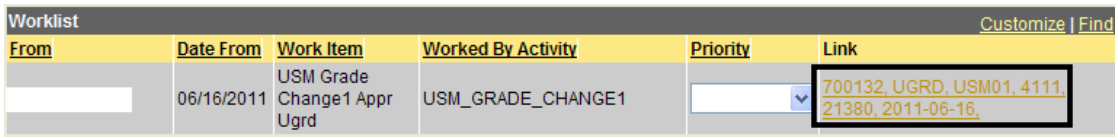
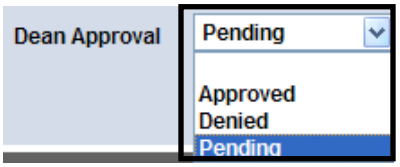
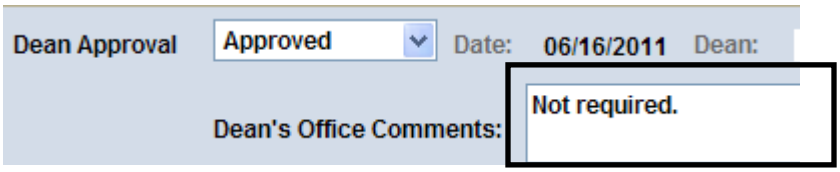
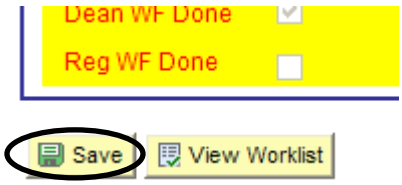
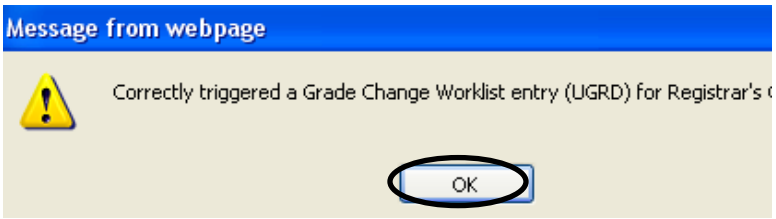
Grade Change - Dean

1.	Click on the **Worklist** link. 
2.	Click the appropriate **grade change link**. *Notice the first 6 digits compose the ID number.* 
3.	Click the appropriate action: 1. **Approved** will trigger the Registrar's or Grad School's processes as appropriate. 2. **Denied** will send an email to the instructor saying the change has been denied. 
4.	A comment is not required but can be added if you'd prefer. 
5.	Click the **Save** button. 
6.	Click the **OK** button. 
7.	If you go back to the Worklist, that request will no longer show in the list.