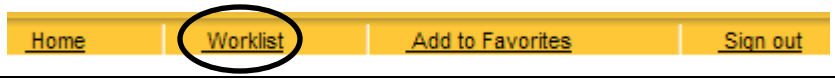
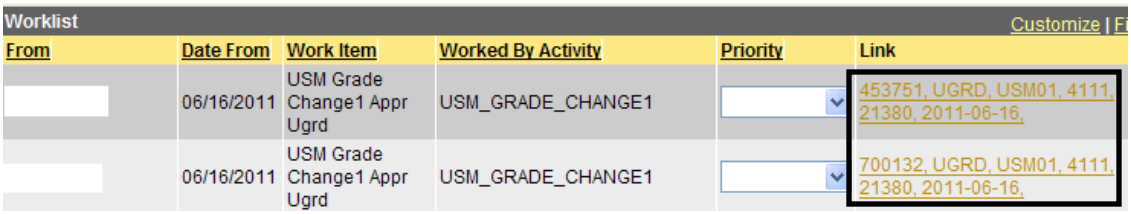
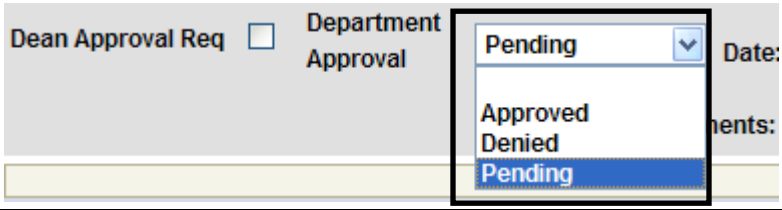
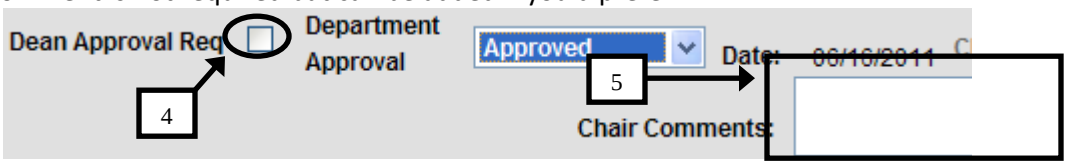
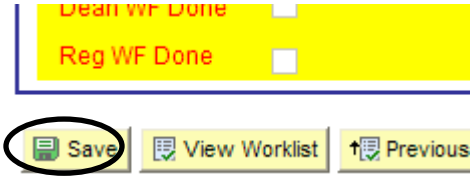
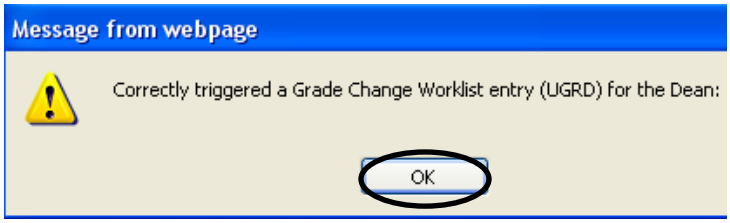
Grade Change - Chair

1.	Click 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 dean's approval 2. **Denied** will send an email to the instructor saying the change has been denied. 
4.	Click the **checkbox** for Dean approval.
5.	A comment is not required but can be added if you'd prefer. 
6.	Click the **Save** button. 
7.	Click the **OK** button.