

Grade Change - Chair

1.	Navigation: Compass > Navigator > Worklist > Worklist.
2.	Click the appropriate grade change link.
	Northrop,Marlissa F 05/29/2019 Approval Routing Approval Workflow SINGE CHANGE, 1901-01-01, N. 0, EMPLID:849950 ACAD CAREER:UGRD INSTITUTION:USMOI STRM:4135 CLASS NBR:9859 CHANGE DT:2019-05-29 PDC:PA.011
3.	Select the appropriate action:
	a. Approved will trigger the dean's approval.
	If chosen, the Dean Approval Req box will automatically be checked.
	b. Denied will send an email to the instructor saying the change has been denied.
	c. Pending is the default when you first receive the request.
4.	A comment is not required but can be added if you'd prefer.
	3 Approved Approved Denied Denied Denied Approval Pending Director:
	4 If warranted, enter comment here. Director Comments:
5.	Click the Save button.