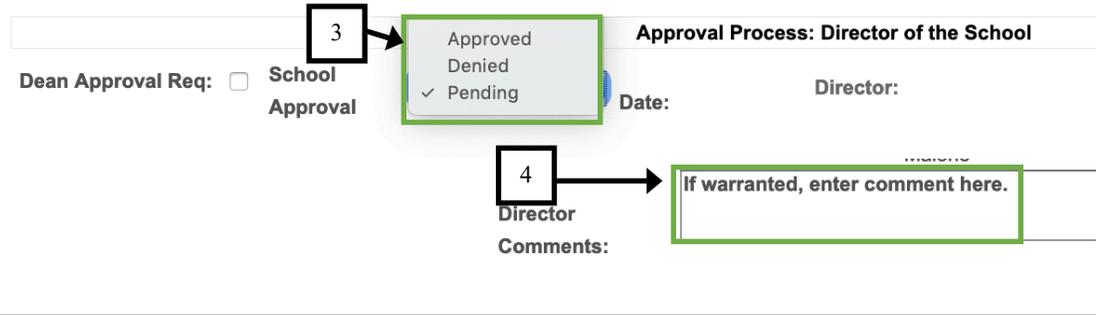


Grade Change - Chair

1.	Navigation: Compass > Navigator > Worklist > Worklist.
2.	<p>Click the appropriate grade change link.</p> 
3.	<p>Select the appropriate action:</p> <ol style="list-style-type: none"> Approved will trigger the dean's approval. <i>If chosen, the Dean Approval Req box will automatically be checked.</i> Denied will send an email to the instructor saying the change has been denied. Pending is the default when you first receive the request.
4.	<p>A comment is not required but can be added if you'd prefer.</p> 
5.	Click the Save button. 