DEAN (OR DESIGNEE) NAVIGATION

From the myUCF page, log in with your PID and password. Choose Faculty/Advisor Self Service from the menu on the left.

Then, choose Instructors from the menu on the left.
Next, choose **Grade Change Form** from the menu on the left.

Click on **My Worklist** to see forms that have been forwarded to you for approval.
Click on the link to the form you wish to review. (Student’s names will appear in the link – they have been removed from this document.)
Review the information on the Grade Change eForm. You can see the status is “pending” and the review status is “waiting for Dean’s Office Review”. The reason for the grade change is provided on the bottom left of the page under “Detail Reason for Change”. Comments made by the instructor and the chair are visible at the bottom right of the page under “Comment History”. After review, you may Approve, Deny, or Recycle the form. Denying the form will end the eForm process and require the instructor to submit a new form. Recycling the form will return it to the Department Chair for amendments or corrections. If recycling the eForm, please enter instructions for the Department Chair in the “Your Comment” box. The Department Chair will be able to see your comments on the form once it is returned to them. Approving the form sends it to the Registrar’s Office for final processing.

If you have questions or need assistance, please contact:

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