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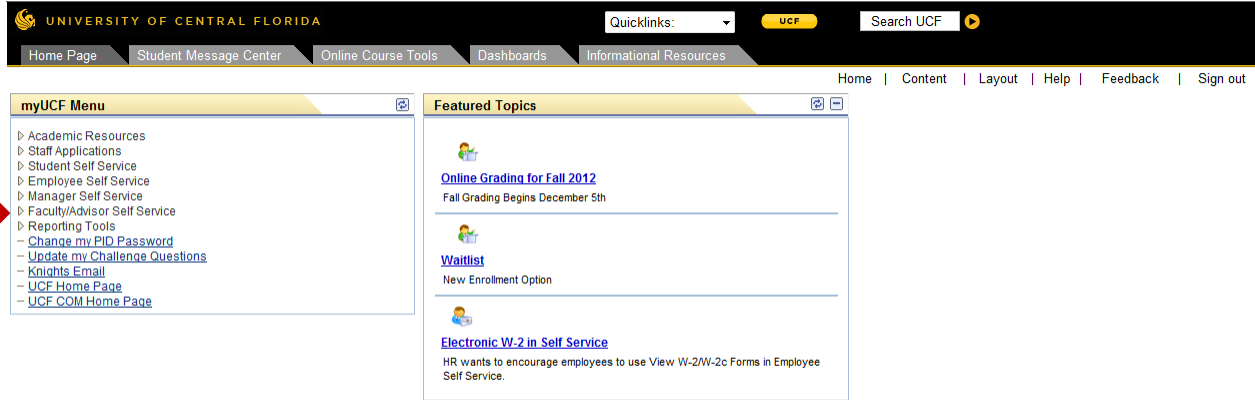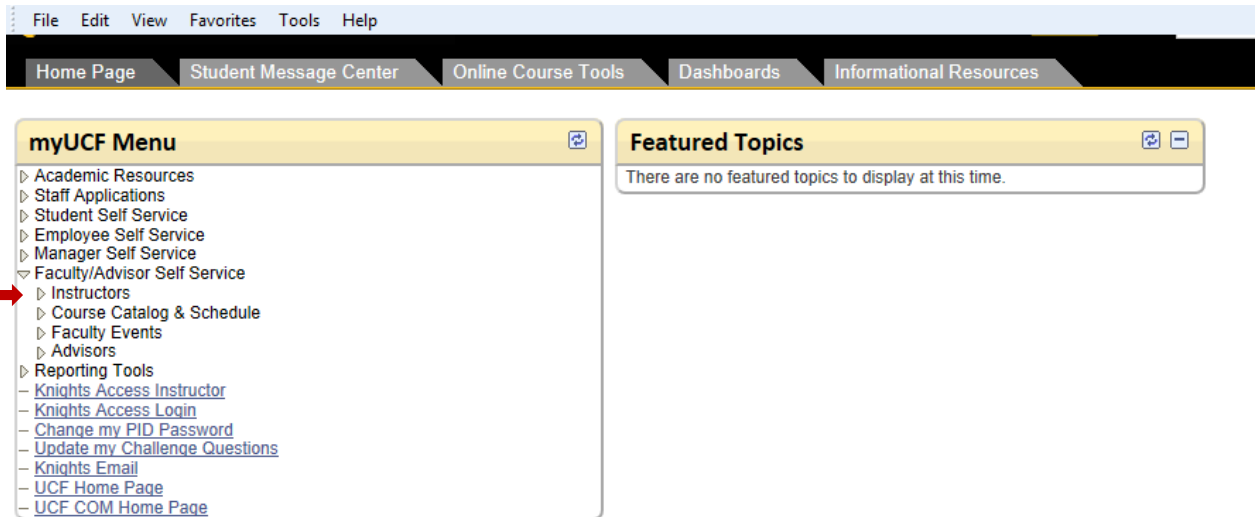
From the myUCF page, log in with your PID and password. Choose Faculty/Advisor Self Service from the menu on the left.

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. The student's name will be listed in the link

Review the information on the Grade Change eForm. You can see the status is "pending" and the review status is "waiting for Dept Chair Review". You may **Approve**, **Deny**, or **Recycle** the form. To approve, enter your college's Dean in the Department Dean box (Click on the magnifying glass to get a list of names to choose from), then enter any comments (not required) and click approve.

You will then see this message. Click yes to submit it to your college's dean, or no to get the form back.
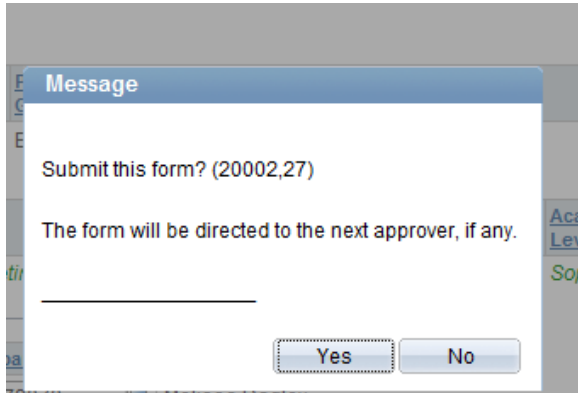
If you select **yes**, you will see the following screen which tells you it has moved on to the next approver in the process (GT Grade Change Approver 2 is your College's Dean or designee).
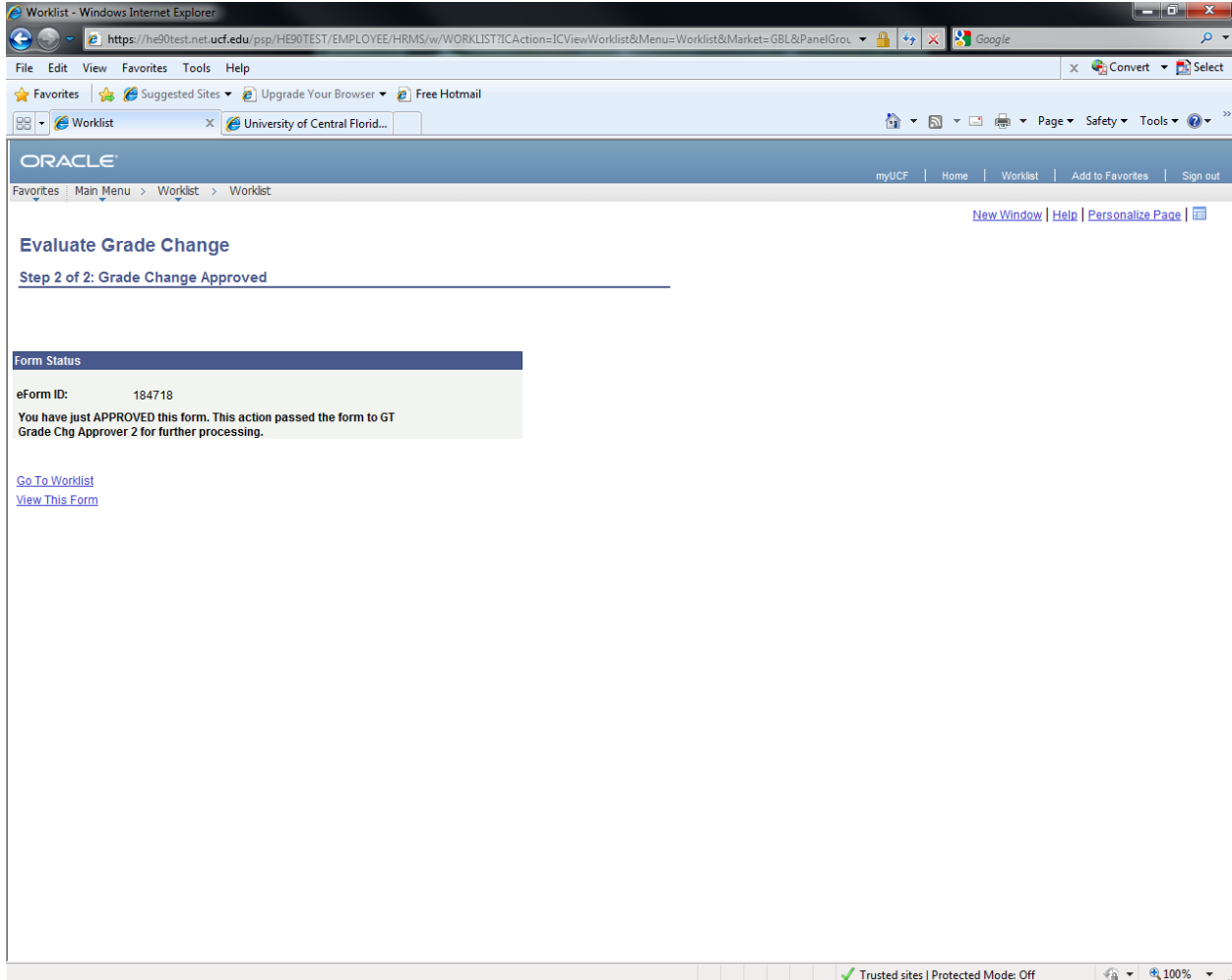
If you wish to return the form to the instructor for more information or missing information, enter comments in the box marked Your Comment, and click the Recycle button. This will return the eForm to the instructor allowing him/her to make changes and resubmit the form to you - or they can withdraw the form altogether.

If you wish to deny the form completely, click Deny. This will end the eForm processing and can no longer be accessed by you or the instructor. A new form would need to be submitted if the instructor wishes to request again.

To update a Grade Change Form that has been returned to you, go to Grade Change Form and select My Worklist and select the form you wish to update.
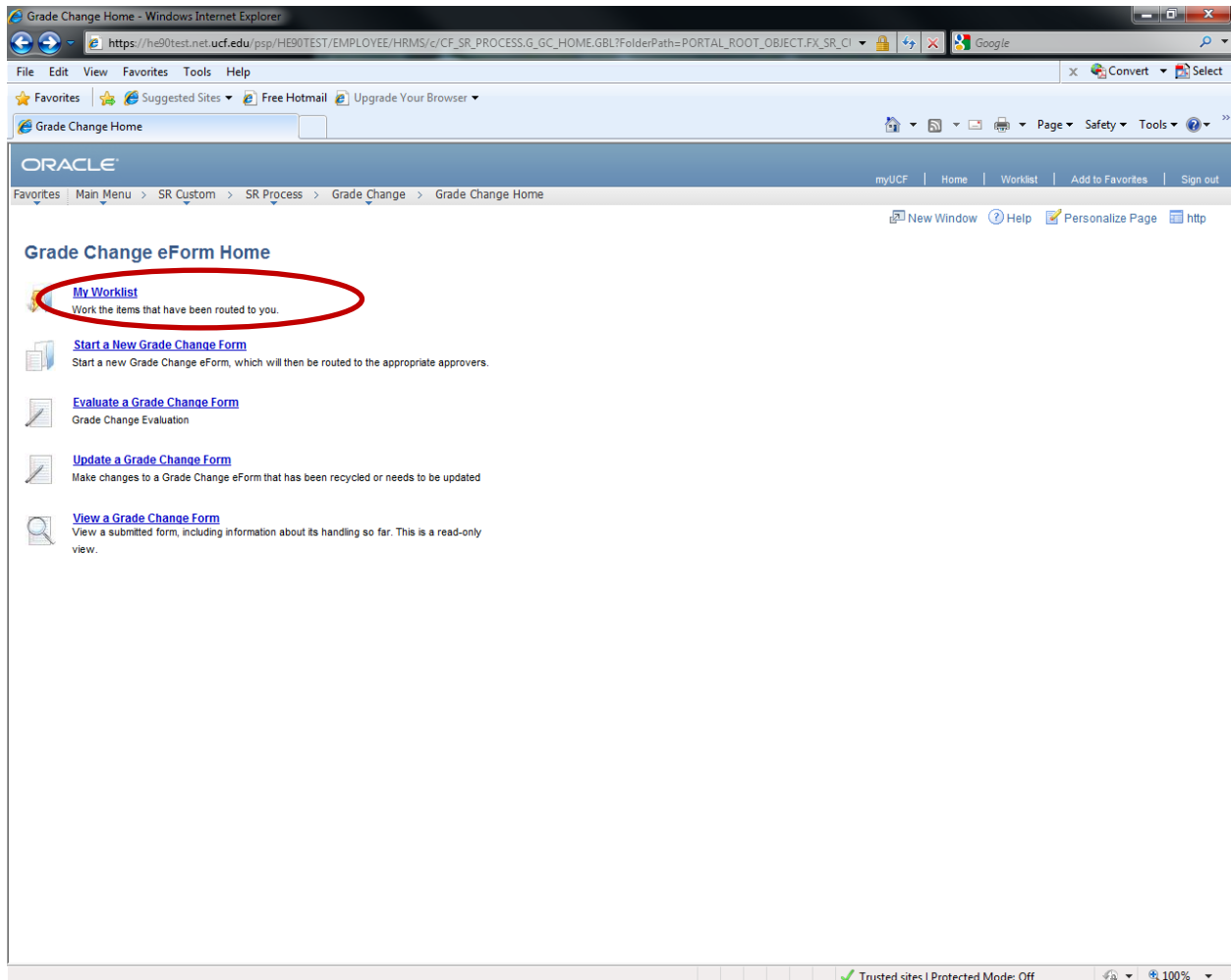
If you have questions or need assistance, please contact:

Steven Sesit steven.sesit@ucf.edu

Dore Carter dore.carter@ucf.edu

Tina Bott tina.bott@ucf.edu

Vanessa Butts vanessa.butts@ucf.edu