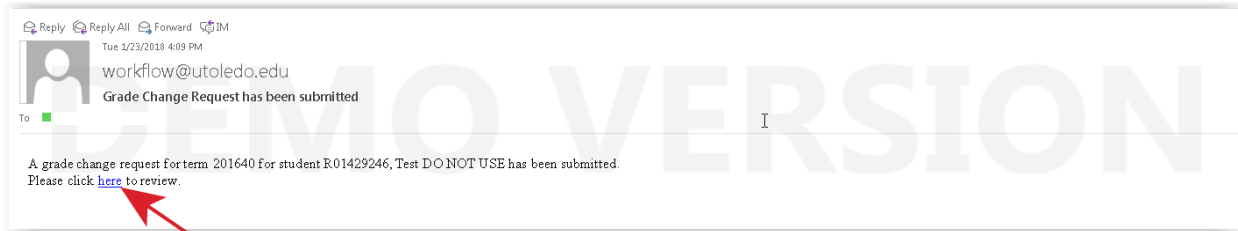# Grade Change Workflow
Instructions for Dean Level Approvers

1. Once an instructor has submitted a grade change you will receive an email prompting you to access the workflow and approve or deny the request. Select the imbedded link.


2. Review the requested change then approve or deny. An explanation is required in the Comment box for any denial submitted. When finished select '**Save and Close**'.
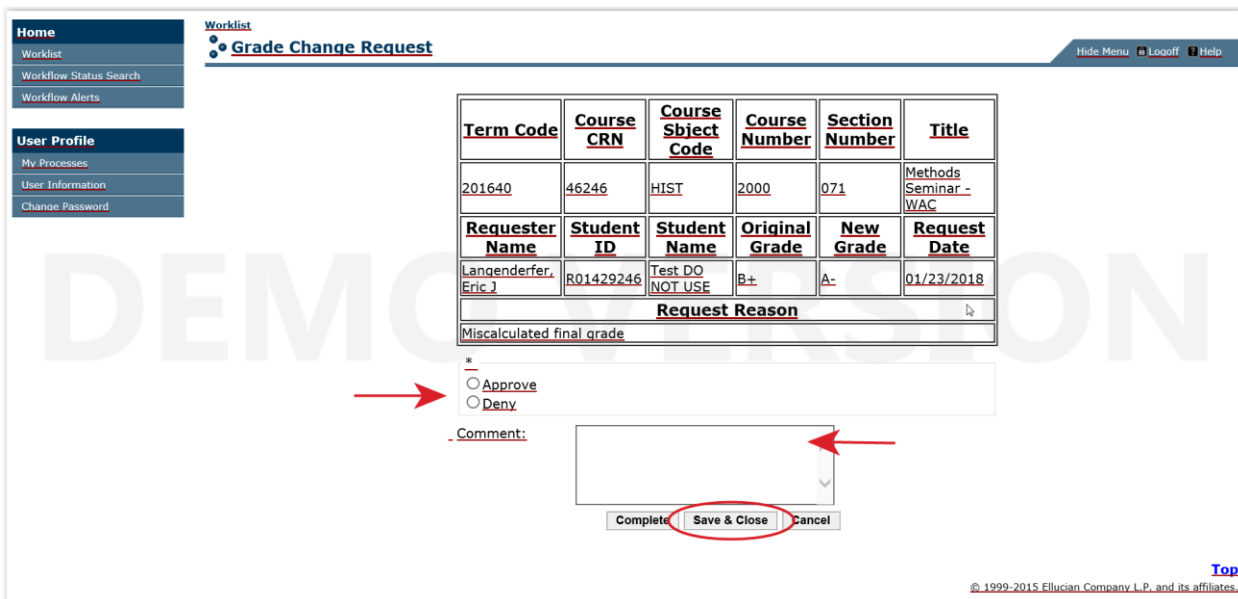
3. If approved an email is sent to both the Registrar and the instructor. If denied, only the instructor will be notified. The Registrar will do a final review and approve the request. This will instantly update Banner and the student's transcript.

4. Lastly, the student will receive an email that the grade change is complete and to go online and check their transcript to confirm.

5. After approving/denying the request you can either log out of the workflow process or check your queue to see if there are other pending requests. To check your queue select the '**Worklist**' link in the menu on the left. If there are pending requests, click on them directly to repeat the process.
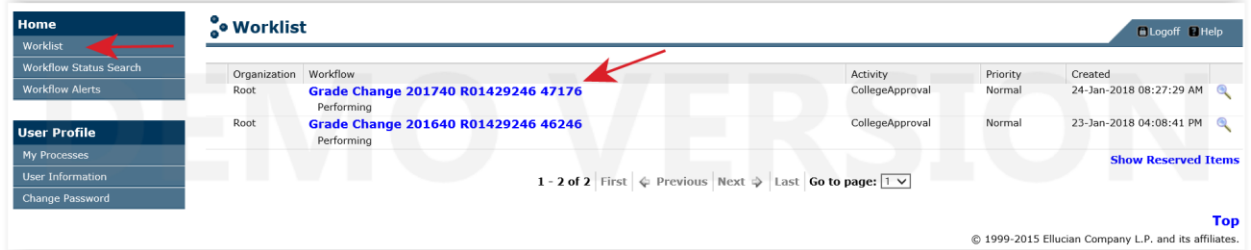
6. Questions about this new process can be directed to the grades@utoledo.edu inbox.