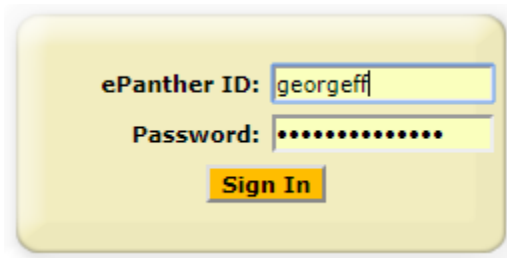


# Approving Online Grade Changes – Department Chair

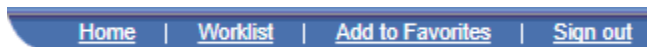
Once an instructor has submitted an online grade change, you will receive an email from [desgrades@uwm.edu](mailto:desgrades@uwm.edu) to notify you that an approval is needed. If you are a school/college dean, you will receive an email notifying you when the department chair approves the request.

Follow the steps below to approve an online grade change.

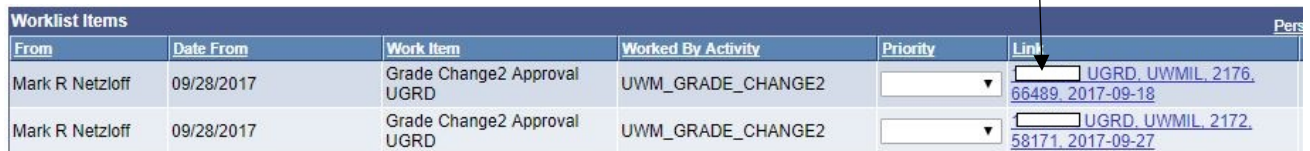
1. Log in to PAWS using your ePanther ID and password.



2. Click on the "Worklist" link at the top right-hand side of your homepage.



3. Click on the data shown in the "Link" column.



From	Date From	Work Item	Worked By Activity	Priority	Link
Mark R. Netzloff	09/28/2017	Grade Change2 Approval UGRD	UWM_GRADE_CHANGE2		<a href="#">[redacted] UGRD, UWMIL, 2176, 66489, 2017-09-18</a>
Mark R. Netzloff	09/28/2017	Grade Change2 Approval UGRD	UWM_GRADE_CHANGE2		<a href="#">[redacted] UGRD, UWMIL, 2172, 58171, 2017-09-27</a>

You are now on the Grade Change Approval page. *Note: In order to remain in compliance with FERPA regulations, the student's name and campus ID number have been removed from this training document. They will appear on the actual grade change approvals.*

The Grade Change Approval defaults to "Pending," as seen below:

## Grade Change Approval



Academic Career UGRD Term Summer 2017

Course ENGLISH 449

Instructor Rachel Spilka

Section 003 Class Nbr 66489

Original Grade I Grade Change A Change Request Date 09/18/2017

Grade Change Reason Classwork Completed 09/16/2017

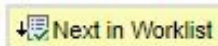
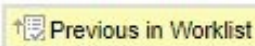
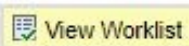
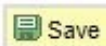
has completed all work for Eng 449, so I have changed the Incomplete to a final grade of "A."

### Grade Change Pending Approvals

Department Approval Required:  Approved  Date 09/28/2017 By Mark R Netzloff

Dean Approval Required:  Pending  Date  By

Denial Reason



4. If you are a department chairperson or other departmentally-designated representative, you will enter the approval in "Department Approval Required." Click the down arrow in the appropriate box to display your options. If the grade change is approved, choose "Approved" and click 'Save.' You are now done.

If the grade change is denied, proceed to Step 5.

5. If you choose "Denied," you will be required to enter a reason in the "Denial Reason" box, then click 'Save.' If you do not enter a denial reason, an error message will display to prompt you to enter one.

## Grade Change Approval



Academic Career UGRD Term Summer 2017

Course ENGLISH 449

Instructor Rachel Spilka

Section 003 Class Nbr 66489

Original Grade I Grade Change A Change Request Date 09/18/2017

Grade Change Reason Classwork Completed 09/16/2017

has completed all work for Eng 449, so I have changed the Incomplete to a final grade of "A."

### Grade Change Pending Approvals

Department Approval Required:  Approved  Date 09/28/2017 By Mark R Netzloff

Dean Approval Required:  Denied  Date 09/28/2017 By Cindy M Piercy

Denial Reason

Save

View Worklist

Previous in Worklist

Next in Worklist

If the grade change is **denied**, the instructor will receive an email stating that the change has been denied, and the reason(s) for the denial.

### Helpful Hints/Information

- If you have questions or need assistance please contact the Registrar's Office at [contactro.uwm.edu](mailto:contactro.uwm.edu) and select "Grade Changes" to route your request to the appropriate staff member.
- NR (Not Reported) grade changes do not require departmental approvals and will post to the students within 24 hours of entry into PAWS.