Online Grade Change
Dean’s Tip Sheet

Approving a grade change
1. After receiving an email notification of a grade change request, login to CAESAR using your NetID and password.

2. Click on the worklist link to view all of the grade change requests currently assigned to you.

3. Click in the “Link” column to view a grade change request. This will bring you to the Approve/Deny Grade Change Request page.

4. Review the original grade and the newly requested grade, as well as any comments made by the instructor.

5. Include any comments as you see fit in the “Dean’s Comment:” box.

6. Approve or deny the grade change request by clicking the appropriate button.

Note that the instructor and the student will receive separate emails indicating that the grade change request has been approved or denied. The instructor will see any comments that you enter, but the student will not.