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/v • š OE μ Ÿ } Department Heads & Graduate Chairs

Key Things to Watch For:

(eg: IN, CR, AG etc) NOTE: Academic integrity

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x Are the term dates appropriate? If a reason has been listed for the change, does it seem appropriate

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1. You will receive an email (see screenshot below) when you have grade changes to approve, with a link to the grade change module W }%o o NOTE: You must be connected to the VPN (if working remotely), as the link will only work if you are connected to the Queen's network.