Release of File to Evaluee
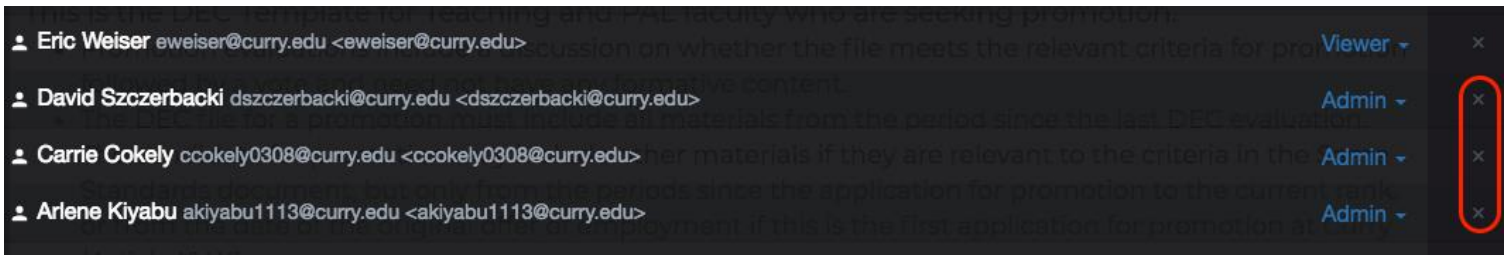
The DEC file will be released back to the Evaluee after the grievance period.

At that time, the Provost, Associate VPAA and Academic Affairs AA will be removed from the DEC file and Admin permission will be given back to the Evaluee:

Step 1: Click on the x next to the names of the people to be removed.

Step 2: Change the permission of the Evaluee to Admin: