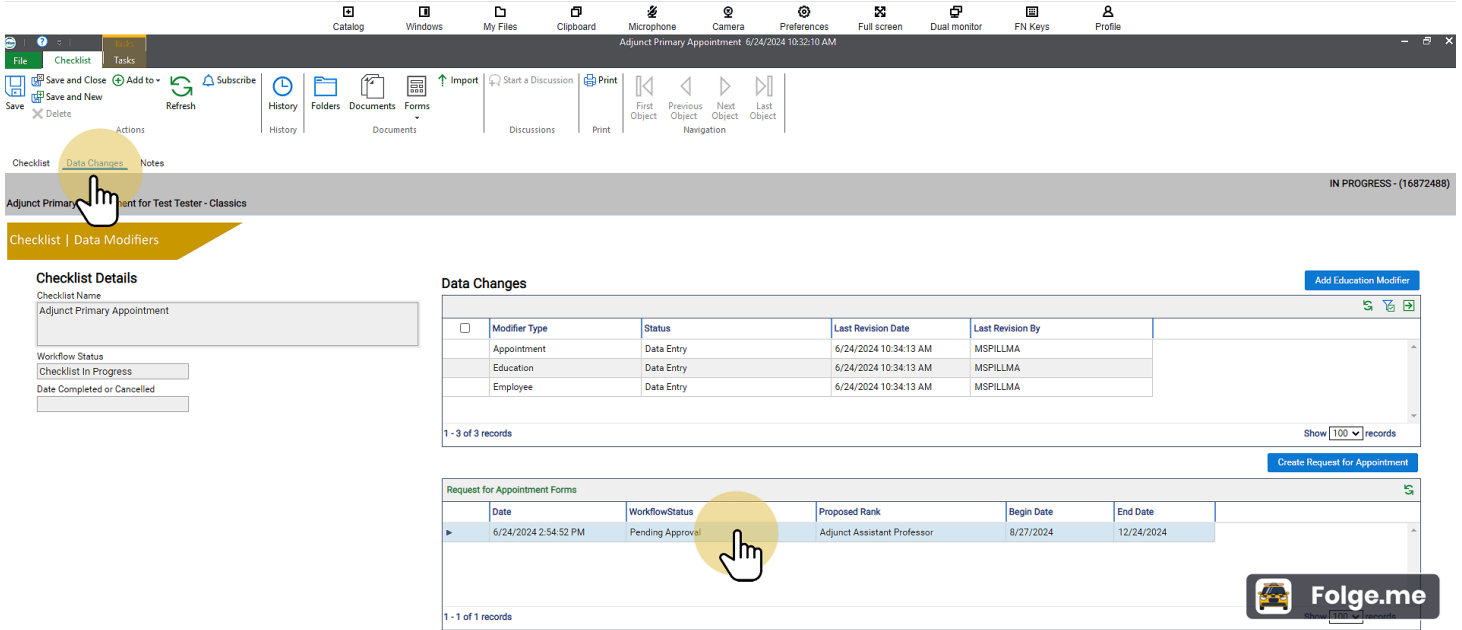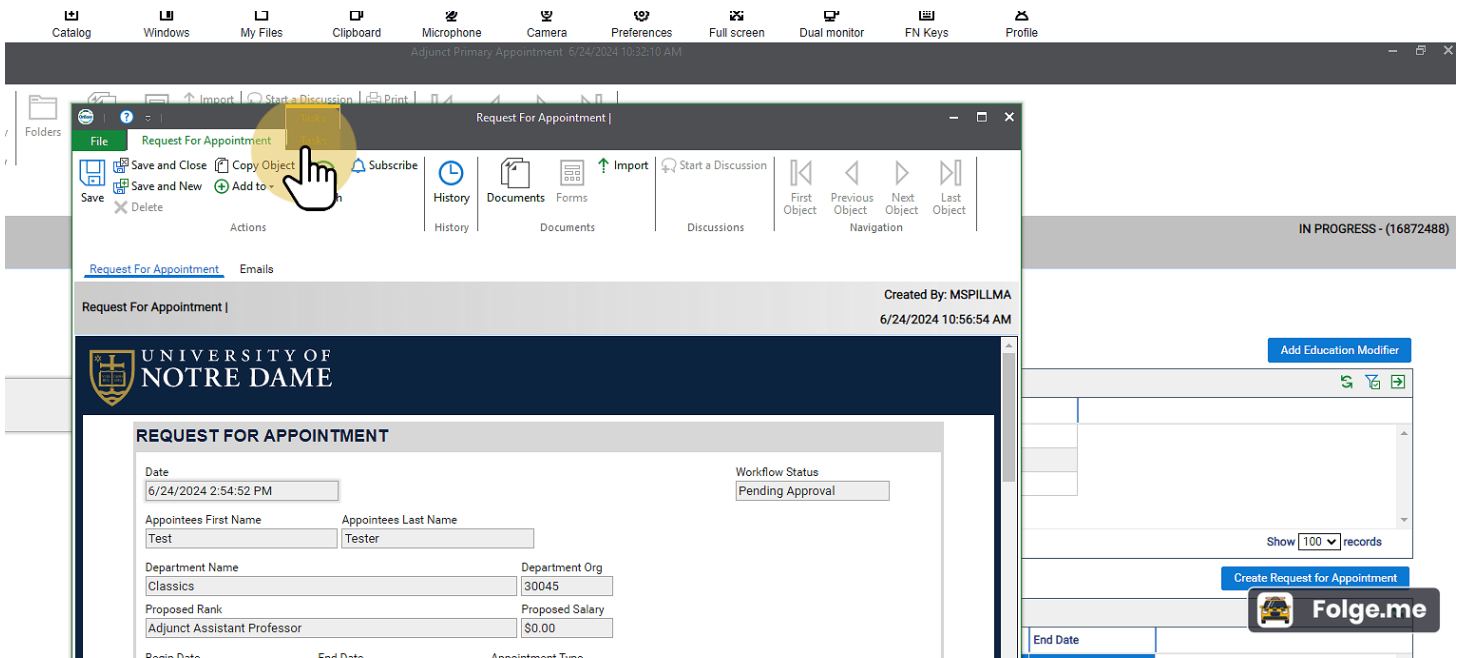**Delete a Request for Appointment Form that has NOT been approved yet by supervisor, chair or associate dean**

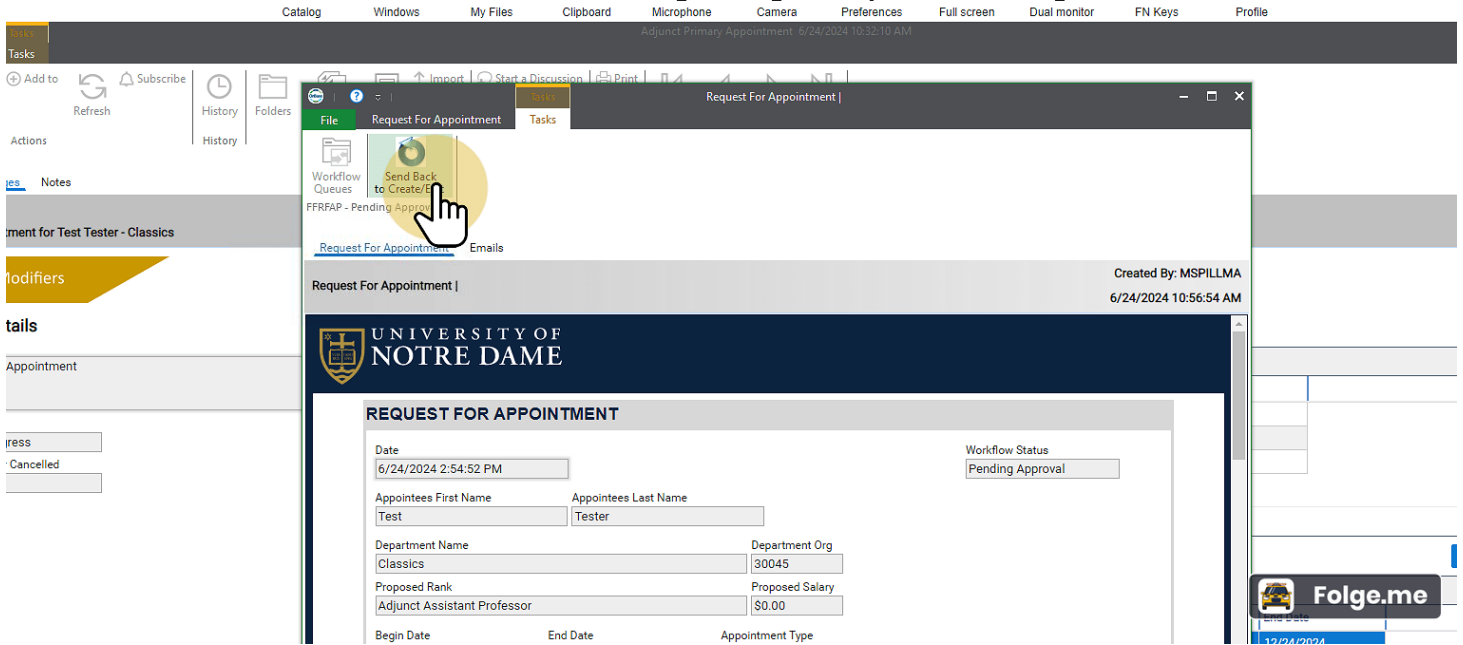**1** **Click the "Data Changes" tab and then double click "Pending Approval"**

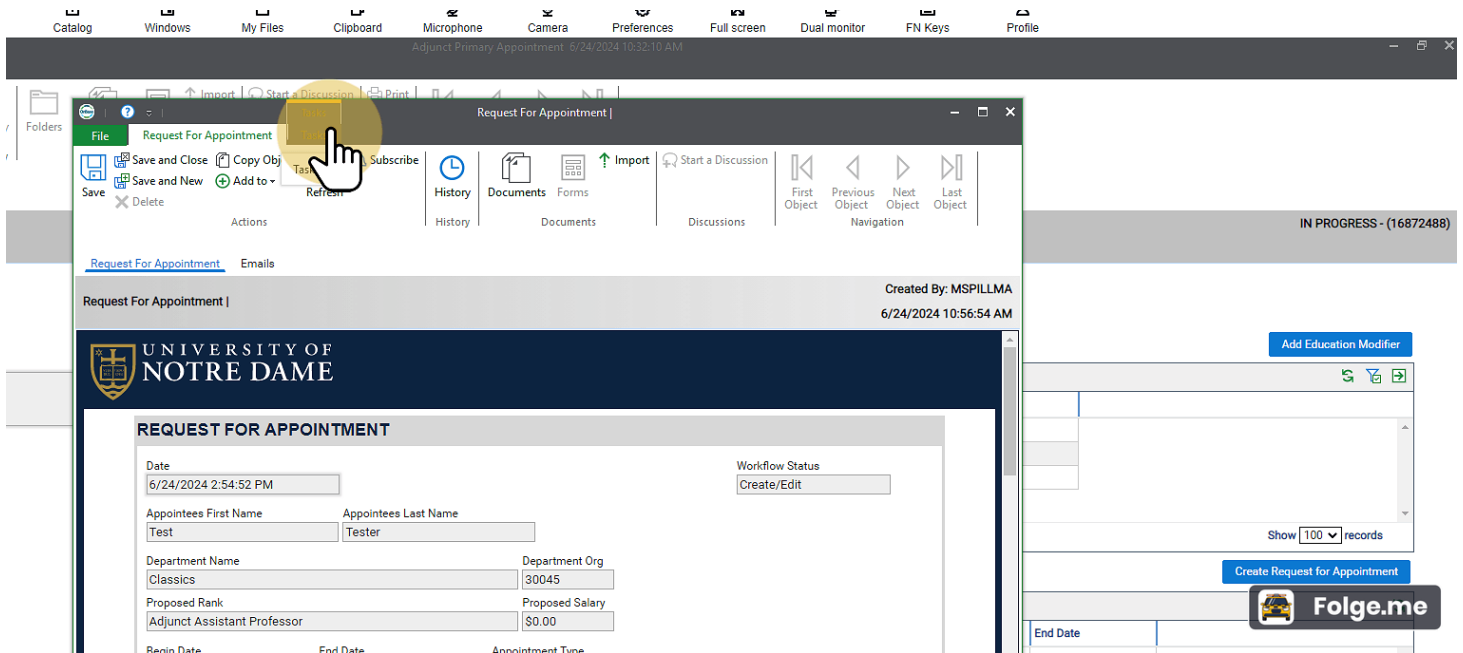**2** **Click "Tasks" at top of page**

3   Click "Send Back to Create/Edit"

After clicking this step it will "reopen" the Request Form, but you can't edit from this spot.
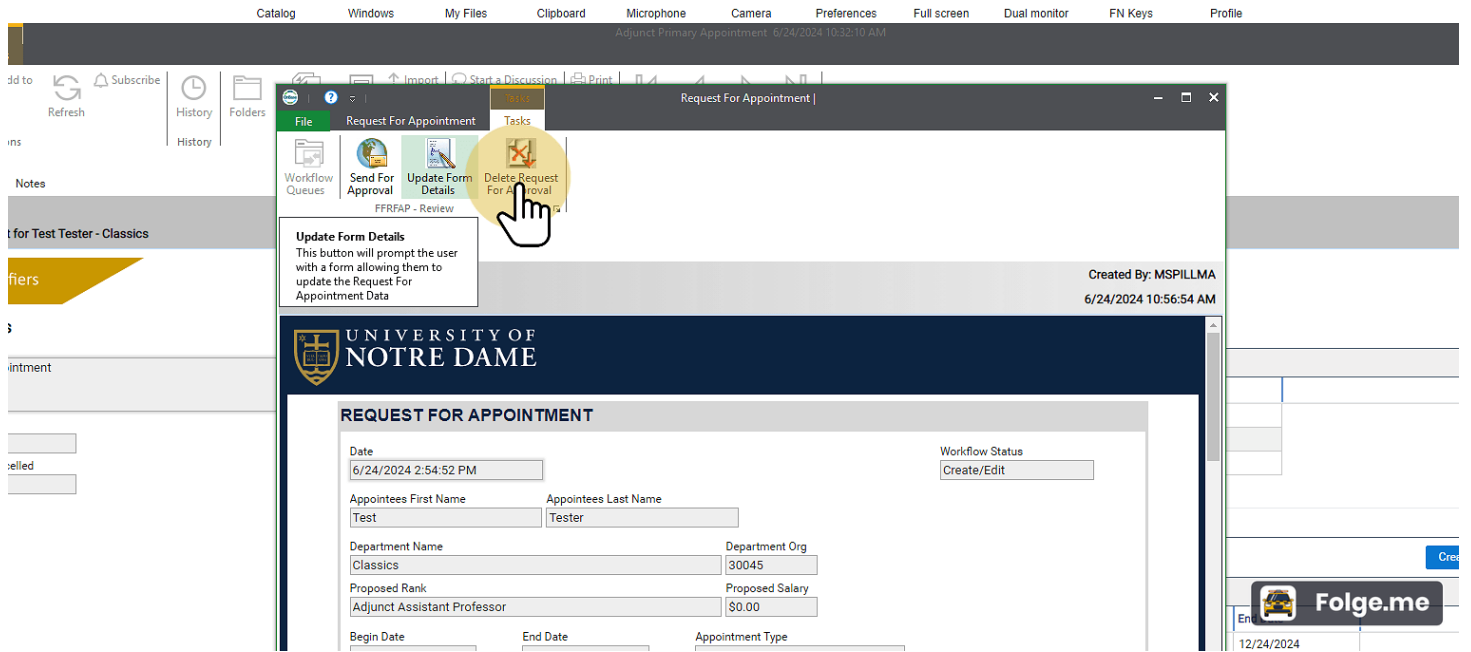

4   Click "Tasks" again

5   Click "Delete Request for Approval"

You must click this button in order to edit the reopened Form.

6   Orange bar will appear to show it has been deleted.