CHANGE OF GRADE FORM

The Change of Grade form uses Adobe Sign to allow the instructor and department chair to sign the form electronically. You must initiate the form process before you can complete and sign the Change of Grade form. These instructions cover initiating the form, completing and signing the form, and declining to sign the form.

INITIATING THE FORM

1. To begin, click the Change of Grade form link: Change of Grade Form
2. When the authentication screen opens,
   a. In the User Name, enter your Net ID
   b. In the Password, enter your Password
   c. Click OK
3. The Registrar – Change of Grade screen appears. In the Recipients section
   a. For the Instructor, enter the instructor's email address
   b. For the Department Chair, enter the department chair's email address
4. In the Fields section
   a. For the Instructor Name, enter the name of the instructor
5. Click Submit
   After clicking Submit, Adobe Sign will send an email to the instructor you specified with a button/link to the Change of Grade form in Adobe Sign.
COMPLETING AND SIGNING THE FORM

1. To complete and sign the form, locate the desired email
2. From your email, click Review and Sign

3. Your default browser will open with the Change of Grade Form
4. To complete the form, enter the student’s name
   
   Student Name: James Madison

5. Enter the student’s CSUB ID
   
   CSUB ID: 000111222

6. Enter the department subject e.g. Math
   
   Math
   (Department Subject e.

7. Enter the course number e.g. 2510
   
   2510
   (Course Number e.g 2510)

8. Enter the class number e.g. 31932
   
   31932
   (Class Number e.g 31932)

9. Enter the section number
   
   01
   (Section Number)

10. For the Course Enrollment Term
    a. Click the down arrow to select the desired term
    
    Course Enrollment Term
    Spring
    Summer

    b. Enter the term year
    
    2020

11. Enter title of course
    
    Introduction to Numerical Constructs
    (Title of Course)
12. Enter the number of course units

![Course Units]

13. Check the reason for the grade change or grade input

- [ ] Instructor/Administrative Error
- [ ] Incomplete ("I") Grade Change
- [ ] Late work turned in
- [ ] Retroactive Course Add
- [ ] Other

14. Enter comments

Comment: Late work turned in.

15. Enter the change grade from

Change Grade From: D

16. Enter the change grade to

Change Grade To: C

17. For the Instructor Signature, click to sign

Instructor Signature: Click here to sign

a. Select one of the four ways to sign

b. Enter your signature

18. At the bottom of the screen, click the button, Click to Sign

The form will route automatically to the next individual. After all signatures are collected, the form will be sent to the Registrar’s Office.
DECLINING TO SIGN THE FORM

If needed, you can decline to sign the Change of Grade form.

1. To deny or decline the request, click the Options button or drop down.
2. From the menu, click **Decline to sign**.

3. In the box,
   - Enter your reason for declining
   - Click **Decline**

4. The requestor will receive an email stating that the request was denied and your reason for denying the request.